

DIRECTOR OF SPORT

Commencing Term 1, 2023

In The Hamilton and Alexandra College's 150th year, the school remains a proud regional, independent, co-educational, day and boarding school from Early Learning to Year 12. The College is fiercely aspirational and everyone is known, valued and challenged. College is proud of its rich history of strong academic accomplishment matched with connectedness in life.

The College has a future focused academic program that nurtures and develops the growth of the whole child, providing opportunity to pursue and develop passions and to achieve the highest standard of which they are capable of.

INTRODUCTION

The Director of Sport is responsible for the overall coordination and culture of the school's Senior School sporting program. The central focus of this role is to ensure that students are provided with an organised, safe, dynamic and aspirational sporting program. Currently, the College offers regular competition in Athletics, Basketball, Clay Target Shooting, Cricket, Cross Country, Equestrian, Football, Hockey, Girls' Netball, Rowing, Soccer, Squash, Swimming, Table Tennis and Tennis.

Sport is a wonderful activity for developing character, building friendships and staying healthy both physically and mentally. At College, our students are expected to 'be their best' in the sporting arena and doing so with humility, respect and enthusiasm for all competitors.

ROLE INCLUDES, BUT IS NOT LIMITED TO:

1. Planning, organising and co-ordinating:
 - House Athletics
 - House Swimming
 - House Cross Country
 - Old Fashioned Sports Day
 - Organise and run *five* House Sport Afternoons a year. This includes external facility bookings, distributing important information to House Captains and Heads of Houses to select teams, organise staffing and distribute all rules/fixtures/documentation needed and book required transport.
2. Create an annual Sports calendar in consultation with the Deputy Principal, Wellbeing
3. Meet regularly with Heads of each sport to review the organisation and running of each season, and prepare a report for Principal at the conclusion of each season. (I.e. Head of Basketball, Clay Target Shooting, Cricket, Equestrian, Football, Hockey, Netball, Racquet Sports, Rowing, Soccer)
4. Ensure each team has an appropriate coach. Work with the Heads of each sport to ensure all coaches are qualified to coach, have completed child safe training and are encouraged to attend workshops, courses, clinics etc.

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5. Organise the School Summer and Winter Sports Awards at the end of each season. This is done in consultation with the Heads of Sports, Deputy Principal, Wellbeing and signed off by the Principal.
6. Oversee Swimming Training for Term 1. Appoint and work with the swimming coach.
7. Organise Athletics Training for Term 1 and 2 before the athletics carnivals. Appoint and work with the athletic coach.
8. Organise Cross Country Training for Term 2 and early Term 3 before the carnivals. Appoint and work with an appropriate coach where possible.
9. Work with the Head of Physical Education to recommend a Sports budget.
10. Liaise with the Head of Physical Education to audit, purchase, maintain and repair sporting equipment.
11. In consultation with the Head of each sport – appoint a Year 12 Captain of each sport. This includes interviewing candidates.
12. Organise all Inter-School Teams (Glenelg Division and ICCES)
13. Organise bus bookings and venues for various sporting events.
14. Assist in the organisation of training nights for each sport to avoid clashes and develop a timetable for the use of College sporting facilities.
15. Liaise with the Deputy Principal, Wellbeing to review and assign the staff to co-curricular roles within the sporting program.
16. Attend relevant meetings with local sporting associations, when required.
17. Attend and support teams at events, games and social events.
18. Meet with the Principal each term to discuss the sporting program and relevant issues.
19. Implement 'Talented Sports Program' to encourage representative athletes.
20. Create opportunity for all First Cricket, Basketball, Hockey and Netball teams to play independent schools in a one-off fixture

GLENELG DISTRICT (GD) ORANISATION

- Attend all GD meetings.
- Liaise with the GD Heads of Sport prior to September meeting to set all dates for the following year.
- Organise the carnival/ event when College is rostered to run that year.
- Organise Athletics, Cross Country, Swimming, Golf, Tennis, Triathlon, Year 9/10 Gala Day and attend competition.
- Organise Junior and Senior Girls Football – Years 7/8, Years 9/10 and First 18 Football.
- Liaise with the Head of Clay Target Shooting to organise Field and Game Shoot.

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Senior and Middle Years 1 Chaucer St Hamilton Vic 3300 E reception@hamiltoncollege.vic.edu.au P +613 5572 1355
Junior School Cnr Kent Rd and McArthur St Hamilton Vic 3300 E jsreception@hamiltoncollege.vic.edu.au P +613 5571 1066
Postal Address PO Box 286 Hamilton Vic 3300
 ABN 87 006 456 266 **ACN** 006 456 266

ICCES ORGANISATION

- Attend all ICCES meetings.
- Liaise with the ICCES Heads of Sport to set all dates.
- Organise the carnival/event when College is rostered to run, including being the HOST school when required.
- Organise all ICCES Teams – Swimming, Athletics, Cross Country, Badminton, Table Tennis, Winter and Summer Tour teams.

OTHER

- Write newsletter reports for Sport each week, outlining relevant events in consultation with Sports Captains.
- In consultation with the Deputy Principal, Wellbeing review and assign the staff to co-curricular sporting roles and develop a timetable for the GAP student.
- Inform students of events outside the school. Victorian Championships, State Selection trials, All Schools competitions, etc.
- Organise engraving for trophies.
- Organise ‘thank you’ functions for the coaches at the end of the year.
- Direct and assign jobs to the sports Prefects each year.
- Liaise with the with Community Relations Office about student sporting success and promotion of the College sporting program.
- Develop and promote the school’s sporting cultural framework and codes of behaviour.
- Create necessary OPEROO medical profiling system to be able to develop permission forms for all sporting teams and competition days.
- Organise and evaluate results of a bi-annual whole school sports survey.

A SAFE AND SUPPORTIVE WORKING ENVIRONMENT

All staff at The Hamilton and Alexandra College are expected to be a Mentor in the College’s student wellbeing program and to be involved the school’s co-curricular program.

A staff mentor is provided to all newly appointed teachers at the College. Leadership and coaching opportunities exist for qualified applicants.

The Hamilton and Alexandra College is a child safe employer and is committed to the welfare and protection of children. All employees are required to comply with the College’s Child Safety and Wellbeing Policy and Child Safety Code of Conduct. Applicants will be required to hold a current Working with Children Check or willing to obtain one.

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APPLICATION PROCESS:

Applications must include curriculum vitae and day and after-hours contact details of three professional referees.

Address application to:

The Principal, Dr Andrew Hirst

Principal@hamiltoncollege.vic.edu.au

Applications must be received no later than Monday, 12 September 2022.

Dr Andrew Hirst

Principal

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