NAYLAND COLLEGE
TE KĀRETI O NEIRANA

Application for Appointment

Position applied for	**Sports Director**
Tenure	Fixed Term of six months, Full Time (Maternity Leave Cover) *(40 hours per week)*

Information Statement
The information you provide on this application form, along with any other information you supply, will be used by the College solely for assessing your suitability for positions for which you have applied. If unsuccessful, your information contained in this application will be destroyed on completion of the appointment process unless otherwise requested by you. If successful, your personal information contained in this application will be held by and remain confidential to Nayland College. Under the Privacy Act 1993, you have the right (with certain exceptions) to request access to, and correction of, any personal information held by the College.

Personal Details

Title ☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other:

Full Name

Postal Address

Mobile Phone

Email Address

Date of Birth (optional)

Gender

Ethnicity

Emergency Contact Name

Emergency Contact Mobile

Are you a NZ Citizen/Resident? ☐ Yes ☐ No

If No do you hold a Work Visa/Permit? ☐ Yes ☐ No (Relevant documents must be sighted)

Teaching Registration Details (if applicable)

Registration Status ☐ Full ☐ Provisional ☐ Subject to Confirmation ☐ LAT

Registration Number

Renewal Date

Ministry of Education Employment Number (if previously employed in education sector)

Referees

Please provide the names and contact details for two references who may be contacted to provide information to support your application.

Name	**Name**
Address	**Address**
Phone	**Phone**
Email	**Email**
Relationship	**Relationship**

Declaration

Please describe any injury or illness, or other known conditions that you have that may affect your ability to effectively carry out the duties and responsibilities of the position.

Have you ever been convicted of *any* offence against the Law (apart from minor traffic convictions) or otherwise know of any reason you should not be employed to work in a school environment?

☐ NO ☐ YES If YES, you may be asked to provide a copy of relevant court records and be asked to comment further.

- I solemnly and sincerely declare that, to the best of my knowledge and belief, the information given in my application for this position and in my CV is true and correct. I understand that this may be verified and that failure to provide correct and true details of any conviction may make me liable for dismissal from the employment of the Board of Trustees.

- I give Nayland College permission to seek information about my employment and personal background from nominated referees and previous employers. I understand that this information will be treated in complete confidence and only used for staff selection purposes.

Applicant's Signature	**Date**

Please return this application form with your CV and cover letter to:

Kenny Diamond
Principal
Nayland College
166 Nayland Road
Stoke
Nelson 7010

or

Tina Marshall
Executive Assistant and Board Secretary
hr@nayland.school.nz

NAYLAND COLLEGE
TE KĀRETI O NEIRANA

Position Description

Sports Director

Name	**Name**
Tenure	Fixed-Term for six months, Full Time (Maternity Leave Cover) *(40 hours per week)*
Responsible to	Board of Trustees (Presiding Member) Principal

Primary Expectations

- To increase the participation and performance levels of students in sport and physical recreation.
- To direct and manage the school's sport and physical recreation programme by effectively providing highly skilled leadership, administration, communication, human and physical resource management, professional support and training, public relations, community involvement, marketing and promotion.

Core Responsibilities

Te Tiriti o Waitangi

- Display a commitment to honouring the principles of Te Tiriti o Waitangi within the learning area and the wider school.

Key roles

- Increase student self-development through sport and physical recreation.
- Enhance the profile of sport and physical recreation within the school and the community.
- Increase student participation in sport and physical recreation.
- Increase the quality of student participation in sport and physical recreation.
- Assist students to gain enjoyment from sport and physical recreation.
- Deliver sport and physical recreation safely to students.
- Cater for the different needs of all students.
- Reinforce the ideals of fair play.

Maintain functional relationships with:

- Senior Management
- Business Centre Manager

- HOLA (Head of Learning Area) Health and Physical Education
- Sports Coaches and Managers
- Community Sports Organisations including Regional Sports Trusts
- Parents and wider school community
- Sponsors

Person Specification

The successful candidate will:

- possess excellent leadership and management skills in order to enhance the school's sport and physical recreation programmes and the people who participate in them.
- possess a high level of skills of a variety of sets, detailed knowledge of sports education and young people and proven experience in sports administration and marketing.
- possess, maintain and develop close relationships and strategic alliances with a variety of community personnel and groups including sponsors.

Professional Growth and Performance Review

The Sports Director is expected to set professional goals and participate in the Nayland College Professional Development Process.

PDP discussions will help identify strengths, highlight issues needing resolution and confirm professional goals. The Sports Director will undertake training identified as necessary.

Performance will be reviewed with respect to the effectiveness with which the key roles detailed in this job description are being performed.

[Name] Sports Director	Principal
Date	**Date**