



Mission Heights  
**JUNIOR COLLEGE**  
GROWING GREATNESS  
KIA MANA AKE

## Head of Sport/Hākinakina

### JOB DESCRIPTION

Name:

Position: Head of Sport/Hākinakina

Tenure: Permanent

1 Management Unit, 1 Middle Management Allowance

Reports to: Senior Leader with responsibility for the Sports Learning Area

Rationale:

Sport is an important element in the provision of extra curricular (four cornerstone) activities at MHJC and supports our vision statement of *growing greatness kia mana ake!*

We aspire to develop great people as well as great athletes.

Key Tasks:

1. Strategic
  - Development and delivery of Strategic and Annual Plan for sport including the provision of high quality facilities, coaching, management and opportunities for our students.
  - Planning the efficient use of staffing and community resources to provide a comprehensive sporting programme at MHJC.
  - Managing and monitoring the Sports Budget.
  - Liaising with curriculum and whānau leaders to ensure that sport caters for the needs of our students.
  - Creating systems and processes which provides broad base participation and high performance programmes for our gifted athletes.
  - Maintain clear expectations and high standards of sportsmanship by players, spectators, coaches and managers with reference to the College Sport Fair Play agreement and in alignment with our core values of integrity/pono and awhinatanga/compassion.

2. Operational responsibilities

- Organisation of tours and tournaments e.g. AIMS Games, Sports camp and Rototuna Exchange and others.
- Coordination of whole school inter whānau sporting events such as athletics, X-country, swimming sports.
- Promotion of a range of lunchtime sports and activities including inter Whānau challenges (with support of Whānau Deans) to encourage students to be active.
- Leadership of the Student Sport Council.
- Shared responsibility, with PE staff, for the maintenance of sporting equipment and keeping facilities in good order.
- Liaise with external sports bodies and organisations.
- Development, monitoring and guidance of Sports Assistant.
- Sourcing and allocation of Coaches and Managers.
- Mentoring the Sports Coordinator.

3. Administrative

With the support of the Sports Coordinator, to ensure the following tasks are completed:

- Accurate record keeping and administrative tasks.
- Eg ensure that all sport entries, transport, KAMAR bookings & groups, are completed accurately and on time and that entries are made in accordance with school policy and procedures, including those regarding payment of fees.
- Collection of entry fees, permission slips etc. as directed.
- Advertise sporting opportunities to students.
- Ordering of sport resources, equipment, supplies
- Data entry and updating of student achievement records as required for recognition and awards.
- Supervision and support with sports teams representing MHJC, as required

Signed: .....

Principal: .....

Date: .....