



## Kerikeri High School

### Job Description Sports Assistant

**Responsible to:** Sports Co-Ordinator

**Functional Relationships with:** Sports and PE Staff, Debtors Staff, Students, Caregivers and other staff.

**Primary Objectives:** To assist to provide, promote and deliver the school's sport programme to enhance sport and physical activity within the school.

**Core Competencies:**

- Confidentiality
- Supports and models the school's values at all times
- Supports the school's policies and procedures
- Works collaboratively as a team member
- Consults/seek assistance when necessary
- Participates in personal development
- Conveys information clearly, logically and accurately (e.g. meetings, discussions, phone calls)
- Writes accurately in appropriate manner so material is easily understood
- Actively builds positive and productive working relationships
- Personal presentation is professional at all times.

Key Responsibilities	Expected Results
General Sports Administration	<ul style="list-style-type: none"><li>• Follow the "Team Event Checklist" to ensure all sports trips during the calendar year are completed properly and followed through to completion.</li><li>• Comply and complete all EOTC requirements, including obtaining parents permission to attend all sports trips.</li><li>• Attendance at meetings, including the Northland Sports Co-Ordinator Hui's and any required Professional Development.</li></ul>
Inter School sporting activities	<ul style="list-style-type: none"><li>• Develop, manage and assist with the running of all applicable Intra school events both festivals and championships, Lunchtime and tutorial competitions.</li><li>• Calculate results and certificates where required.</li><li>• Liaise with Student Sports Council and other students for assistance.</li></ul>
Sports Trips and Events	<ul style="list-style-type: none"><li>• Assisting and managing travelling teams. Roles can include driver, designated first aider, manager or even coach. Some trips will include travel out of school hours.</li><li>• Support for after school hours community led trainings.</li><li>• Co-Ordinate school Sports Photo Day</li></ul>

Specific Codes	<ul style="list-style-type: none"> <li>• Manage delegated sport portfolios to support school teams playing on a regular basis eg netball, football, rugby or basketball.</li> <li>• Liaise with community coaches, link between coaches and school, school and parents, you may be required to go to games (could be out of school hours).</li> <li>• Ensure all gear, uniforms and a training schedule is provided.</li> <li>• With support from Sport's Co-ordinator, complete all paperwork from permissions to EOTC to support the season.</li> <li>• Possible attendance at end of year Tournament Week as Teacher in Charge.</li> </ul>
Communication	<ul style="list-style-type: none"> <li>• Ensure effective and timely communication with all students, staff and parents through all avenues, including digital, social media, FACTS, Daily Notices, School Newsletter and Noticeboards.</li> <li>• Take appropriate photos to a high standard for school use.</li> </ul>
Equipment Management	<ul style="list-style-type: none"> <li>• Accurately record the distribution and collation of Sports Uniform throughout the year and assist with full stock takes.</li> <li>• Ensure uniform and equipment is kept clean and well maintained.</li> </ul>
PE Department	<ul style="list-style-type: none"> <li>• Support and assistance in documenting curriculum papers, minutes and obtaining permission forms</li> </ul>
Aims Games	<ul style="list-style-type: none"> <li>• Take a key role in the organizing this key Intermediate level Tournament.</li> <li>• Securing of accommodation, discussions around which teams should attend, possible coaches, staff to attend the trips, keep track of the budget, work on fundraising, charges to parents and ensuring the trips are self funded. You maybe required to attend this week long event as the Second in Charge.</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Be available to assist in other tasks and areas in emergencies, or if required.</li> <li>• The role requires you to have a first aid certificate. Courses are offered through school.</li> </ul>

**This Job Description forms part of the Terms and Conditions of Employment and should be read in conjunction with the Offer of Appointment Letter.**

Employee Name : \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_