Head of Non IGSSA Sports
Permanent part-time – Commencing March 2016

St Catherine’s School seeks an enthusiastic and motivated part-time Head of Non IGSSA Sports to join our team. A competitive remuneration package will be offered to the successful candidate.

The Head of Non IGSSA Pathway Sport and Competitions Manager is responsible for the direction and management of these programs that contest major championships.

In order to meet the dynamic requirements of this role, flexibility of working hours, including evenings and weekends is essential.

The job description is available below. CV and letter of application should be addressed to Human Resources and please click [http://goo.gl/m9opZh](http://goo.gl/m9opZh) to apply and submit by 4 March 2016.

Support for the Christian ethos of the school is essential.

This position requires the successful applicant to have a new Working with Children Check in accordance with the Child Protection (Working with Children) Act 2012. Details of how to apply are available on [http://www.kids.nsw.gov.au](http://www.kids.nsw.gov.au).
Position: Head of Non IGSSA Sports

Responsible to: Headmistress
Reporting to: Head of Competitive Team Sports
Effective date: 22 February 2016

Primary Purpose of Position:
The Head of Non IGSSA Pathway Sport and Competitions Manager is responsible for the direction and management of these programs that contest major championships.

Major Responsibilities

1. Oversee the non IGSSA pathway sports (triathlon, equestrian, surfing) and manage the weekly night competitions at St Catherine’s.
   - Attend meetings of relevant bodies.
   - Ensure all relevant bookings are made.
   - Oversee the use and maintenance of equipment used in the programs
   - Manage and communicate to all stakeholders the draw, results and registration information for our competitions.

2. Students:
   - Promote and publicise opportunities for student involvement in sporting programs.
   - Oversee student enrolments programs.
   - Monitor high standards of student appearance and behaviour.
   - Recognise student achievement via awards and school portal reports.
   - Oversee the collection and distribution of Competition Awards.

3. HR responsibilities – Competitions Umpires, and Non-IGSSA pathway coaches.

4. Record Keeping:
   - Collate and maintain records.

5. Risk Management:
• Maintain risk assessments for all non IGSSA sport competitions and training sessions with the Head of Senior School Sport.

6. Sport performance:
   • Report a yearly review to the Head of Competitive Team Sport.

7. Finance responsibilities:
   • Provide accounts department weekly umpires’ hours for competitions.

8. Undertake other duties as required by the Headmistress or her delegate.