



RENEW SCHOOL

POSITION DESCRIPTION

2026

Sport Coordinator

Specifically:

- The candidate will maintain a commitment to support the purpose and Special Character of Renew School

Hours of Work: 15h per week, term time only

Remuneration: As per Support Staff in Schools Collective Agreement (presently Grade 3 Step 6)

Functional relationships with:

- AP for Primary
- AP for Secondary
- HOD Health and Physical Education
- EOTC Coordinator
- Sports Coaches
- Community Sports Organizations
- Parents and wider school community
- Sponsors

The sport and physical recreation programme aims include:

- Student self-development
- Enhancing the profile of sport and physical recreation at the school, within the school and the community
- Increasing participation in sport and physical recreation
- Increasing the quality of student participation in sport and physical recreation
- Assisting students in gaining enjoyment from sport and physical recreation
- Delivering sport and physical recreation safely to students
- Catering for the different needs and capabilities of all students

The primary objectives of the position

To provide leadership for the school's sport and physical recreation programme in the following area of responsibility.

1. Administration
2. Communication
3. Participation
4. Professional support and training
5. Resource management
6. Community involvement
7. Promotion

The position requires:

- The appointee to lead, manage and enhance the school's sport and physical recreation programme through assisting and consulting the head of Department of Health and Physical Education
- A high level of skills of a variety of sets, detailed knowledge of sports education and young people and proven experience in sports administration
- Close relationships and strategic alliances with a variety of community personnel and groups including staff, students, parents, coaches, regional sports organizations

ADMINISTRATION	
Key Tasks	Expected Results
1. Attend regular meetings of Staff in Charge of sports/activities	<ul style="list-style-type: none">• Records kept of agenda; minutes and decisions taken• Consistent, coordinated approach to organisation of sport and physical recreation within the school• Regular interchange of up-to-date information to enable effective ongoing planning
2. Coordinate Student Sports and Physical Recreation Council	<ul style="list-style-type: none">• Group meets regularly with records kept of agenda, minutes and decisions taken• Senior students' participation in organisation of sport and physical recreation within the school• Students assist with organisation and running of lunchtime sport and physical recreation programme.
3. Coordinate team entries and payment of fees	<ul style="list-style-type: none">• School teams entered in all relevant competitions and events according to participant interest• Fees required communicated and system established for collection and payment• Team lists established to form database of participant numbers
4. Attend Regional Sports Coordinator Meetings	<ul style="list-style-type: none">• Regular contact established and maintained with RSD• Attend Sport northland secondary (NSSSA) meetings• Attend WPSSA (primary) meetings• Accurate information is received and disseminated to teachers in charge of sports and other relevant people.
5. Organize awards and prizegiving ceremonies	<ul style="list-style-type: none">• To support the HOD with the organisation of awards and prizegiving ceremonies• Student achievements, team and individual, are recognised• Coaches to organize social break ups with teams if wanted• All coaches/managers/officials suitably acknowledge at end of each season.
6. Promote fair play principles in sport and recreation programme	<ul style="list-style-type: none">• Codes of conduct for all participants are established and distributed• Awards are made to deserving individuals/groups in assemblies after school events
7. Sport and physical recreation budget	<ul style="list-style-type: none">• Communication with HOD of PE about budget and purchasing gear for sports team equipment.

8. Responsible for applying for funding to sustain and maintain sport and physical recreation	<ul style="list-style-type: none"> • Apply to appropriate funding providers for the benefit of student's development and participation • Liaise with PE teacher to discuss funding options • Complete and seek approval for forms to apply for funding
9. Responsible for advising staff, volunteers of Safety Action Plan (SAP)	<ul style="list-style-type: none"> • Ensure that all staff and volunteers assisting at events have the necessary SAP forms • SAP forms are available for school and regional events.

COMMUNICATION	
Key Tasks	Expected Results
1. Establish effective liaison with NSSSA and WPSSA	<ul style="list-style-type: none"> • Information received on events and programmes in the region is current and relevant • The services of the Regional Sports Director/Regional Sports Trust are available to improve the delivery of the sports and physical recreation programme to students • Distribute and complete student surveys/census • Assist Renew Junior sports liaison officer with Regional primary events
2. Ensure good communication channel within the school	<ul style="list-style-type: none"> • Information available to students of sport and physical recreation activities offered • Up-to-date, accurate information on timetabled events available to staff/students/parents using Microsoft teams, outlook, and outlook calendar • Inward correspondence is copied, distributed, filed, and responded to as required • Information re: draws, results, etc. passed on to teachers or coaches in charge of sports • School Sports Notice boards established and maintained.
3. Collect, collate, and record results, achievements of school teams/students	<ul style="list-style-type: none"> • Record maintained for all competitions and events • Results/student achievements communicated in assemblies, school newsletters and magazines • Achievements of participants celebrated and acknowledged at assemblies • Creating results sheets for all school sports events • Generating certificates for placings for all sports events and calculating qualifiers for regional competitions • Calculating participation points for Rakau Teams • Keeping accurate records of times and distances for Athletics and Cross-Country events
4. Ensure good communication channel between school and wider community	<p>Regional events</p> <ul style="list-style-type: none"> • School sport and physical recreation groups and programmes are promoted and publicized in the school community. • Registrations completed for regional events • Letters for regional events – fees, dates, etc • Transporting participants to regional events (e.g. Get to Go, Athletics, Cross Country) <p>Sports teams</p> <ul style="list-style-type: none"> • Assist with organizing sports teams (Netball, Basketball)

	<ul style="list-style-type: none"> • Ensure teams have a coach and manager who is committed to turning up to trainings and games. • If in the event of the coach or manager not being able to attend, organize for an alternative person to cover or if unable communicate with appropriate people around defaulting the game. • Letters for parents regarding interest and registering players. Registration fees communication to students, parents and office admin staff • Registering teams with various other sporting codes. • Game results/student achievements/news included in newsletters
5. May need to assist with the preparation and delivery of all-school sport and recreation events.	<ul style="list-style-type: none"> • Create results sheets • Booking school vans • Booking buses and venue • SAP forms • Assist at the events • Certificates and collating qualifiers for regionals • Participation points for Rakau • Keeping school records for distances and times • Evaluating events with the HOD of PE • Creating photo pages for school magazine at end of year for big school events

RESOURCE MANAGEMENT	
Key Tasks	Expected Results
1. Organize and coordinate system of issuing equipment	<ul style="list-style-type: none"> • Liaising with coaches, managers regarding team gear bags • Ensure coaches receive relevant emails from various sporting codes
2. Team Uniforms - Establish and administer system for storage, maintenance, issue and return of school sport and physical recreation uniforms	<ul style="list-style-type: none"> • Distribution and re-collection of uniforms at the end of each playing season • An accurate inventory of sport and physical recreation uniforms is established • An accurate record of uniform distribution and return is maintained • Uniforms are not returned are followed up promptly • Uniforms stored in tidy useable condition • Repair, maintenance, and replacement managed.

COMMUNITY INVOLVEMENT	
Key Tasks	Expected Results
1. Establish and maintain links with community sports and physical recreation clubs and agencies	<ul style="list-style-type: none"> • Nominations for local, regional and national awards are made when relevant (e.g. Northland Sports person of the Year)
2. Promote the establishment of sports clubs and physical recreation groups within the school	<ul style="list-style-type: none"> • Students provided with possible pathway school sport and physical recreation to community sport and physical recreation.

HEALTH & SAFETY	
Key Tasks	Expected Results
1. Update and distribute Safety Action Plan	<ul style="list-style-type: none">• SAP forms given to EOTC coordinator to be approved a few weeks prior to events• SAP forms provided to teachers involved before events