



Role Description

Director of Co-curricular

The Armidale School

TAS is a co-educational Anglican boarding and day school with a Junior School (Transition to Year 5), and Middle School (Year 6-8) and Senior School (9-12). The School has an enrolment of approximately 600 students, including 200 boarders. TAS values and actively pursues individual academic performance and effort, but a TAS education is a comprehensive one, presenting every student with the experiences that create character and resilience, promote creativity, initiative and leadership and prepare them for life. We are proud of our history and traditions and membership of the GPS, yet at the same time we are liberal and progressive. TAS staff are intrinsically involved in all aspects of the co-curricular program, allowing them to build greater understanding and rapport with each student.

Role Statement

The Director of Co-curricular (DCC) reports directly to the Head of School and is a member of the School Executive. As such the DCC is expected to make a significant contribution to the overall direction of the School.

The DCC is responsible for the extensive Transition to Year 12 co-curricular program at the school and works closely with those in charge of Sports, Clubs, Debating and Public Speaking, the Cattle Team and the Director of Music and Head of Creative Arts and has direct oversight of all staff involved in the co-curricular program.

The DCC assumes the position of Head of Sports and has oversight of the entire sporting program. The DCC represent the School at meetings of the AAGPS Sportsmasters and is responsible for a program of involvement in GPS sports, including Rugby, Rowing, Athletics, Shooting and other sports as they arise. This involvement includes responsibility for hosting visiting schools and for TAS 'away' fixtures.

The DCC is directly responsible for the leadership and administration of the TAS Rugby Carnival. This carnival, held over two days in the April school holidays, currently attracts 50 junior teams and is the largest carnival of its type in the country.

Introduction

The School is seeking to appoint a permanent full time Director of Co-curricular to commence in Term 1 2020. A successful background in a key pastoral role with a School, Director of a major co-curricular activity, or extensive experience in co-curricular activities more widely would be advantageous. This position has direct influence with all staff and students in the School.

Specific Responsibilities Include:

Staff:

- Manage coaching staff recruitment to the co-curricular program
- Actively work with staff responsible for particular areas of the co-curricular program and various sports to ensure the staff recruitment is an effective process
- Monitor and appraise the various co-curricular programs offered by TAS
- Manage co-curricular budgets in all areas and liaise with the accounts staff and Business Manager in this process
- Monitor the co-curricular responsibilities of all staff
- Oversee the timetabling of the co-curricular program and assist staff with issues as they arise
- Ensure necessary qualifications are held by staff involved in the co-curricular program
- Organise appropriate professional development of staff in the co-curricular program to provide opportunities for staff to enhance and develop their skills further

Executive:

- Contribute to whole school strategic planning and, in particular, promote the co-curricular activities within the school community
- Assist the school Executive in developing plans and policies
- Keep the Executive aware of co-curricular matters with regard to the progress of this area of the school
- Participate in whole school planning of staffing and resources with the associated budgetary implications

Administration:

- Coordinate co-curricular staff remuneration within approved budgets and liaise closely with the Business Office and Head of School in this process
- Efficiently manage the Co-curricular budget
- Manage the sport and co-curricular calendar in consultation with the school executive
- Work closely with the various parent bodies within the co-curricular program as required, including the P&F, Rugby Supporters Group, TAS Cricket Club, TAS Hockey Club, TAS Rowing Club and other clubs as they arise.
- Oversight of the Co-curricular Colours and Awards system
- Manage two school photographic sessions per year
- Coordinate annual sporting carnivals and inter-house events
- Be actively engaged with sporting associations beyond TAS, including local sporting associations, the North Coast Independent Schools and the AAGPS
- Maintain community and other relationships in a fitting manner

Excursions

- Have direct oversight of the approval of all sporting and other co-curricular excursions in line with policy set by the School Executive
- Monitor co-curricular costs and charges to parents, duty of care implications of co-curricular activities and the impact of the co-curricular program on the academic program.
- Have direct oversight of the risk assessment of co-curricular activities to ensure the duty of care to students on any excursions and activities outside the School.

Essential Criteria

- Strong leadership skills
- Well-developed interpersonal, written and oral communication skills appropriate to a range of contexts
- A commitment to work with and within a collaborative team environment by offering support to the School Executive and to colleagues in the co-curricular program.
- Well developed organisational skills, including the ability to work to deadlines and the ability to plan for short-term and longer-term strategic outcomes
- Exceptional problem solving skills and the ability to mediate and resolve matters with parents, students, staff and the broader community.
- Be fully cognizant of the need to work outside normal school hours (afterschool and weekends) as required.

Teaching and Co-curricular Requirements

The Director of Co-curricular will be employed in a full-time capacity in the school with an approximate teaching load of 20 lessons per 10 day cycle, equating to a 0.4 FTE teaching load. In addition, it is a requirement to be fully involved in the co-curricular program by leading through example. This leadership will include being the person in charge of at least one major sport.

Remuneration Package and Conditions

Salaries and conditions for the position are governed by the Independent Schools NSW Teachers (Hybrid Model) Multi-Enterprise Agreement 2017 or any instrument that replaces the MEA.

The successful applicant will be remunerated at the applicable teaching step (0.4 fte) plus an allowance paid at the rate of Deputy Principal Secondary (Enrolment 301-600) for all other responsibilities.

Applications

Applicants for this position are expected to complete the school Academic Staff Application form (available for download on the school website or from Reception reception@as.edu.au or 67765800) and provide the name and contact details of at least two current referees. Printed references may also be included with the applicant's curriculum vitae. All applications should be addressed to the Head of School, The Armidale School, Locked Bag 3003, Armidale NSW 2350. Applications may be faxed to (02) 6776 5800 or emailed to employ@as.edu.au.

The closing date for applications is Friday 11 September