

Mt Roskill Grammar School

Position title: Director of Sport
Grade: Grade 6
Employment: Permanent, fulltime
Hours of position: 40 hours per week
Reports to: Senior Leader in charge of Sports
Direct reports: Sports Coordinator, Sports Administrator, Director of Hockey
Date of Position Description: 18 August 2026

Signed: _____

Scope	Provide professional leadership for the strategic development, resourcing, delivery and evaluation of a comprehensive and inclusive sports programme at MRGS. Enhance the profile of sport within the school and wider community by supporting students to compete, participate safely, and enjoy sport in ways that meet a diverse range of needs. The role encompasses competition and participation sport, programme and athlete development, marketing, school and community relationships, finance, organisation and administration. Ensures that responsibilities are carried out in a positive, effective and professional manner that is conducive to the philosophy of MRGS.
Strategic Leadership	• Develop the school sports strategic plan that sets short-term and long-term goals which are clearly understood and translated into a yearly operational plan that is effectively communicated and enacted.
Leading Sports Programmes	• Create, direct and manage a school-wide sport and active recreation programme, including the development of the extracurricular winter and summer sports programme. • Increase the number of teams and athletes participating in competitions. • Increase the percentage of students participating in sport and active recreation programmes, including regular reporting and analysis of results. • Ensure the sports programme has appropriate resources for coaches to run their programmes, including ordering and purchasing resources and uniform in consultation with the Business Manager, and maintaining an effective system for storing, issuing, returning and maintaining sports resources and uniform. • Promote the sport and active recreation programme through appropriate communication channels, including sharing sports options and achievements within the school and with the wider community. • Promote MRGS values and fair play to students and coaches; maintain high standards of dress and behaviour from students at games and practices; and ensure a consistent approach to correct, matching uniform for all teams. • Promote and publicise sports opportunities available through school sport, academy and holiday programmes to students and students at surrounding primary and intermediate schools. • Maintain and extend knowledge and expertise in sport through close and strategic relationships with community and external sports groups, Sport Auckland and College Sport. • Provide appropriate recreational physical activities for student wellbeing. • Establish clear and appropriate communication with students, parents and caregivers. • Undertake a seasonal review of all programmes in the department.

	● Respond to concerns and queries from parents, caregivers, staff, coaches and managers in a timely and solution-focused manner. ● Create, manage and review a Sports Department Handbook, including but not limited to: ○ Code of Conduct for all participants and coaches. ○ Description of all codes. ○ Requirements for participation, including costs, training expectations, game times, school attendance and training attendance. ○ Injury process, including concussion protocols. ● Develop a coherent coach development framework that supports the quality and consistency of coaching across all sporting codes. ● Attend all relevant meetings with external stakeholders. ● Establish, meet with and empower the Sports Committee to support sport from a student perspective. ● Undertake duties which are part of the overall running of the school. ● Model and uphold the values, expectations and professional reputation of the school.
Leading and Managing Staff	● Develop and maintain an engaging and positive working environment through effective communication, professional relationships and teamwork with all staff. ● Arrange the recruitment and appointment of coaches, volunteers and managers for all sports programmes, negotiating pay rates in consultation with the Senior Leader in charge of Sport and the Business Manager, and in line with budget. This includes supporting staff, managing performance issues and completing appraisals. ● Create an environment that supports staff development, upskilling and cross-skilling to contribute to personal, departmental and school goals. ● Participate constructively in school-wide activities and contribute to the broader life of the school. ● Meet regularly with the Senior Leader in charge of Sport. ● Provide line management and delegated oversight for Sports Coordinators, including: ○ Meet with them on a regular basis. ○ Delegate and collaborate on tasks as appropriate. ○ Complete appraisal processes. ● Ensure that staff and coaches provide useful, timely and appropriate information to parents/caregivers and students.
Games and Events	● Ensure sports fields and facilities are set up for use, including field marking, equipment availability, facility access and end-of-event lock-up. ● Liaise with the Property Manager regarding the preparation and use of indoor and outdoor facilities. ● Organise and manage key sports events, including the annual awards evening, interhouse competitions, school exchange programmes and tournament week events. ● Organise and lead sports exchanges. ● Organise transport for sports fixtures, exchanges, events and tournaments. ● Manage registrations for sports competitions, exchanges, events and tournaments.
Health and Safety	● Ensure all relevant aspects of Health and Safety are understood, and procedures are followed by staff involved in games, coaching and related activities. ● Ensure relevant injury reporting is completed and communicated to parents/caregivers, coaches/managers, nurses and through the school's health and safety processes. ● Ensure concussion protocols are communicated as part of the Code of Conduct. ● Ensure all child safety and supervision requirements are met, including police vetting for external coaches and managers.
Financial	● Prepare the annual sports budget in consultation with the Senior Leader in charge of Sport and the Business Manager, and ensure the approved budget is managed effectively and appropriately. ● Review and check monthly management reports, ensuring expenditure is in line with budget. ● Plan and manage student sport participation costs, including fee setting, monitoring and recovery of fees from students.

	• Coordinate external fundraising activities, including Bunnings fundraising opportunities, to support school activities, teams and events. • Look for external fundraising and sponsorship opportunities within the community. • Provide relevant invoices for prompt payment. • Track fee payments and work alongside the Finance Department to communicate financial information clearly with parents and caregivers.
Sport and Recreation Trust	• Oversee the coordination and bookings for the MRSRT turf. This includes scheduling external user hire requests, coordinating lights and irrigation, ensuring appropriate user access and liaising with property on maintenance issues.
Wider Education	• Coordinate, plan and manage the Year 9 and Year 10 wider education programmes.
Knowledge and Experience	• Proven inspiration, energy, drive and relational skills in leading and managing teams and/or departments. • Experience working with various sporting codes and knowledge of different sports protocols and processes. • Previous experience playing and/or coaching at an elite level. • A solution-focused, proactive approach to managing and resolving matters involving students, staff, parents and/or caregivers. • Ability to work effectively with culturally diverse people. • Competence and confidence in using technology to support administration. • Effective written and oral communication skills. • Effective and existing relationships across a range of key stakeholders, with the ability to maintain and grow these. • Good time management and administrative skills, and an ability to meet deadlines. • Experience with budgeting and financial management. • Carry out other duties as requested by the Principal, Business Manager and/or other senior leadership team members in an effective and professional manner. • Demonstrated relationships with Māori students, staff and whānau and a commitment to the principles of Te Tiriti o Waitangi.
Personal Professional Qualities	• Approachable and responsive, with an open, warm and professional manner and the ability to demonstrate empathy when working with a diverse range of adults and students. • A collaborative team member who supports colleagues to maintain a positive, inclusive and professional school environment. • Demonstrate inspiration and innovation in management practice and problem solving.
Key contacts	Internal: Students, Property Staff, School Staff, Principal, Business Manager, Teachers External: Coaches, Managers, Sports Associations, Suppliers, Parents, Other Schools, Community Groups, Sports Clubs