

Duty Statement

Title: Director of Sailing

Senior School Campus



This Position Reports to: Director of Sport

Department: Sport

Date: August 2024

## **PREAMBLE**

As a staff member of The Southport School, it is crucial that you understand the underpinning philosophy and aims of this school, its routines and administration, and more importantly, that you actively support the Anglican Ethos of the School. The School Prayer gives a clear understanding of the School Aims.

*Make us a truly Christian Community where education embraces the whole of life. With the school may we find acceptance, healing and growth through faith in Christ and in turn service to others.*

## **OUR TSS VALUES**

### **We are a TEAM**

We work together in a spirit of trust, loyalty, inclusion and mutual respect. We persist and encourage each other to do our best each day.

### **We are a community of SCHOLARS**

We learn every day and our interests and different approaches bring diversity of opportunity and enrich our understanding of the world.

### **We are here to SERVE**

We contribute positively to our classes, our teams, our school, our families, and our communities, learning to lead and to improve the world in which we live.

## **STUDENT PROTECTION IN ANGLICAN SCHOOLS**

Anglican Schools and Education & Care Services are committed to providing environments where children and young people receive the highest standard of care, where their rights are supported, and they have opportunity to thrive and be fruitful. Such environments nurture and safeguard the intelligence, dignity, safety and wellbeing of each child or young person, by placing them at the centre of thought, values and actions.

As reflected in our Ethos, our vocation is education, driven by a vision of humanity, shaped by the image of God made visible in Jesus, present in every human being.

- Every child: made in the image and likeness of God.
- Every child: loveable and loved, unique and unrepeatable.
- Outstanding education for the flourishing of people and the good of community.

Our faith is lived. We are hospitable and welcoming communities, who embody compassion, kindness, fairness, justice and love, and where exceptional pastoral care is practiced.

Working and serving the best interests of children and young people is in everyone's best interest. This is achieved through sustaining living and learning environments that are safe, supportive and stimulating. Specifically, we:

- place emphasis on genuine engagement with children and young people.
- create conditions that reduce the likelihood of harm to children and young people.
- create conditions that increase the likelihood of identifying harm where it exists; and
- respond swiftly and appropriately to any concerns, disclosures, allegations or suspicions.

This commitment is sought to be consistently reflected through the decisions and behaviour of all persons within the School or Service, who are guided by effective governance, policies, tools and processes. This fosters a child safe culture, where acting in children and young people's best interests is at the heart of what we do.

## **PURPOSE OF THIS DOCUMENT**

To provide the team member with the key duties and responsibilities against which your appointment to, and performance in the job, will be assessed.

### **Qualifications and Experience**

- Ideally Australian Sailing Coach course. If not already completed, applicants would be expected to obtain this course
- Australian Sailing Dinghy Instructor
- Experience in training/coaching students
- A current boat / car licence with demonstrated experience in trailer driving
- Teacher Registration or Working With Children Check (Blue Card):
- A recent criminal history check certificate
- Hold a current First Aid Certificate that includes CPR

This is a seasonal position:

- Term 1 - In Season – weekday afternoons (specific days to be negotiated) and Sundays.
- Term 2 - Possible involvement with 1st Teams attending Nationals
- Term 3 – nil
- Term 4 - In Season - weekdays afternoons (specific days to be negotiated) and Sundays
- Some Tackers courses may operate during school holiday periods.

## **DUTIES AND RESPONSIBILITIES FOR THE POSITION**

This part of the document outlines the responsibilities required to competently perform the duties of the position. Of course, you will also be required to perform any other duties that the Headmaster, or their delegate, may direct you to perform, and which could reasonably be considered relevant to the position.

### **Key responsibilities:**

- Development and implementation of a strategic plan focusing on a year 5-12 Sailing Pathway for students and coaches
- Overall responsibility and oversight for the development and implementation of a quality School Sailing program
- Responsible for coach, volunteer, and student compliance with work, health and safety guidelines and any other related school policies
- Responsible for reporting the maintenance needs of the current fleet of Sailing boats, coaching boats and all other Sailing equipment in-season and providing an off-season maintenance schedule to the Boatshed Maintenance and Facilities Manager for all Sailing related assets.
- Responsible for the coordination and management associated with keeping the Sailing shed and the surrounding areas safe, clean, tidy and in a presentable fashion at all times.
- Responsible for formalized Sailing communications including but not limited to articles for the Southportonian and Band of Brothers as requested, newsletter updates for both parents and students, regular emails to coaches, staff and parents, and integration of social media into regular Sailing updates and communications.
- Representation and attendance at meetings on behalf of TSS Sailing in Brisbane required by the Director of Sport

- Liaison with Australian Sailing, with particular regard to the Discover Sailing program
- Attendance at Friends of Sailing Meetings including the preparation and presentation of regular Sailing reports.
- Develop and guide a strong and united team culture within the coaching group
- Manage Parents enquiries and concerns

#### **Communication and student behaviour responsibilities**

- Ensure regular coaches' meetings are held to disseminate information and instruct them on compliance with Sailing and/or school policies along with regular coach development and professional learning initiatives.
- Attendance or representation at the fortnightly TSS Directors/Sport coordinators meetings
- Network effectively and actively with relevant communities, including but not limited to the TSS Friends of Sailing Support Group, GPS, local Clubs, State, Australian Sailing bodies as and when required
- Communicate and demonstrate the expected TSS sports and Sailing culture both in the school and within the Sailing program
- Responsible for all Sailing related communications including but not limited to the preparation and dissemination of Sailing reports, social media integration and updates, season plans, reviews and School Newsletter articles as well as attending and presenting at parent information evenings and end of season functions
- Communicate effectively with Deans of Students and Heads of House in relation to any student welfare or behaviour management concerns
- Foster positive relationships with students and collaborate with parents and support staff.

#### **Administrative responsibilities**

- Responsible for recruiting and supporting a quality coaching team
- Adherence to the budget and financial accountabilities across the season
- The coordination, planning and organization of the Sailing calendar, training camps, tours, and attendance at Regional and State Championships if required or applicable.
- Responsible for the preparation of the annual Sailing budget with the Director of Sport and oversee the administering of coach payments.
- Prepare the annual report for the Boat Acquisition Committee; ensure a stock take and maintenance plan for equipment has been completed annually
- Work closely with the Director of Sport and Boatshed Facility and Maintenance Officer to identify and address any WHS issues related to Sailing and its facilities

#### **GENERAL DUTIES AND RESPONSIBILITIES**

##### Student protection and child safety responsibilities

- Ensuring a comprehensive understanding of all relevant policies, procedures, guidelines and reporting protocols at The Southport School.
- Creating and maintaining a safe and secure environment where students feel physically and emotionally protected.
- Recognising signs of abuse, neglect, harm, and inappropriate behaviours and conduct of students, staff, volunteers, visitors and other persons engaging with the students.
- Immediately report suspicions of harm or disclosures to a Student Protection Officer, or the Director of Student Protection, or the Headmaster concerns and disclosures as a mandatory reporter.

- Educate students about their own personal safety, empowering them to understand and assert their boundaries and seek help if they feel unsafe.

Ensure all school policies and procedures are complied with by:

- Complying with legal obligations of an education establishment including complying with established industrial relations practices and requirements.
- Compliance with the Student Protection Policy and Procedures including ensuring that the well-being of all students is closely monitored, and any concerns are reported to the appropriate support and leadership staff.
- Understanding that at no time does any worker have the authority to reprimand any student or any co-worker, but to take responsibility to report any issue to the Dean of Students or any member of the School's senior management panel.

Ensure a safe and healthy work environment is provided for students, employees and visitors by:

- Complying with the Workplace Health and Safety Legislation and Regulations.
- Complying with The Southport School Workplace Health and Safety Policy
- Implementing documented basic safety and security practices.
- Preventing hygiene risks and problems through implementation and adherence to policy and procedures.

Display positive interpersonal skills needed for the delivery of quality service, with a particular emphasis on communication and teamwork by:

- Communicating effectively one on one in the workplace.
- Communicating and participating effectively as a member of a team in the workplace.
- Providing confidential employee and client relations for counselling and any grievance procedure that may take place.
- Presenting a positive, professional and dynamic image of the School to employees, clients and visitors at all times.
- Initiating and driving the business forward by directly representing the School's ethos and motto.
- Demonstrating the very highest level of personal insight, initiative and maturity in all that is done and to display a sense of flexibility and willingness to work as an integral member of the team.