



POSITION: HEAD OF HIGH SCHOOL SPORT (Grades 8 to 12)

APPLICATION REQUIREMENTS:

The Head of High School Sport is a full-time position requiring the successful candidate to lead, manage and direct the High School sports programme from Grades 8 to Grade 12, reporting to the Head of the High School and the Executive Head. The Head of High School Sport will need to work closely with the whole school Head of Sport and the Head of Preparatory School Sport. The successful candidate must be passionate about growing and developing young people and willing to be involved in after-hours and weekend work. Proven leadership and administration ability is a necessity. It will be advantageous for the candidate to be SACE registered and/or to have a PGCE or HDE qualification.

PLEASE NOTE THAT CONSIDERATION WILL ONLY BE GIVEN TO CANDIDATES WITH:

- An appropriate university degree or professional qualification
- Experience (at least three years) in a head of department or managerial role is essential.
- Experience in dealing with stakeholders across the school (parents, support staff, finance and teaching staff)
- Proven experience with coordinating physical education across a school is critical
- Excellent communication, administrative and organisational skills
- The initiative and vision to drive the strategic and operational functions of the educational and extra-curricular sports programme at Epworth, providing proactive, dynamic and motivated leadership within a diverse team to ensure departmental success
- A genuine interest in and concern for young people
- Enthusiasm, commitment and passion for education
- The ability to work closely and co-operatively with colleagues
- Good IT skills
- The ability to uphold the ethos and values of the school

JOB PROFILE:

1 STRATEGIC VISION

Inspire and direct the vision for sport, managing the full implementation of that vision in alignment with the mission and values for sport at Epworth.

2 OPERATIONAL RESPONSIBILITIES

- 2.1 Manage and support the day-to-day running operations of sport at Epworth, including the booking of all transport and setting up fixtures for all codes
- 2.2 Facilitate and implement sound policies and procedures, including budgetary control
- 2.3 To be involved in the selection, direction and growth of the sports pupil leadership
- 2.4 To be accountable for the control and upkeep of all sports assets
- 2.5 Responsible for the management and timetabling of all sports facilities
- 2.6 To be involved in the appointment of sports staff and outside coaches
- 2.7 Responsible for the support, professional development and the implementation of the strategic vision of all sports staff

- 2.8 Responsible for the performance management of the sports staff
- 2.9. Work closely with the Head of Performing Arts and the Chaplain in managing the demands across all disciplines
- 2.10 Ensure the timeous and accurate communication of information regarding sports events and functions

3 INVOLVEMENT IN THE SCHOOL

- 3.1 Attend weekly staff and sport meetings
- 3.2 Participate in staff development
- 3.3 Attend IEB conferences, clusters, and workshops if appropriate
- 3.4 Attend parent-teacher meetings
- 3.5 Participate in the normal operational duties within the school
- 3.6 Become involved in the balancing of extra-curricular life of the school as is required
- 3.7 Attendance at chapel and assembly is a priority

APPLICATION PROCEDURE:

- 1 Please submit:
 - A covering letter
 - A comprehensive curriculum vitae
 - Names and contact details of three referees
- 2 Your application should be addressed to the Executive Head of Epworth School and emailed to: hr@epworth.co.za
- 3 Closing date for applications is Wednesday, 22 May 2024

COMMENCEMENT DATE: 1 July 2024 or by negotiation.

EPWORTH SCHOOL IS AN EQUAL OPPORTUNITY EMPLOYER.

WE RESERVE THE RIGHT NOT TO MAKE AN APPOINTMENT FOR THIS POSITION.

AN APPLICATION IN ITSELF DOES NOT ENTITLE THE APPLICANT TO AN INTERVIEW.

Epworth School, in line with POPIA (Protection of Personal Information Act), will attempt to ensure the confidentiality of all applicants for this role. All reasonable measures will be in place to protect personal information but will be used in the recruitment, selection, and reporting process. By submitting your application for this position, you are recognising and accepting this disclaimer.