

## Position Description

**Position** **Deputy Director of Sport**

**Directly reports to** **Director of Sport**

*All positions ultimately report to the Principal*

*This position description summarises the essential responsibilities, activities, qualifications, and skills for this position and may be reviewed or modified by the Principal or their delegate, in response to the strategic direction of the school and the development of skills and knowledge for this position.*

### Position Summary

The Deputy Director of Sport plays a critical operational leadership role in the planning, coordination, and delivery of Ivanhoe Grammar School's sport program across Years 7–12. Reporting to the Director of Sport, the Deputy supports the execution of strategic initiatives and ensures the day-to-day implementation of training, fixtures, compliance, staffing, logistics, and student engagement across all campuses.

This role is focused on translating the School's Sport Strategic Plan into practical action—supporting and mentoring coaches, coordinating with Heads of Sport, and managing the smooth operation of sporting events, fixtures, and recreational programs. The Deputy Director of Sport maintains a visible and active presence at training sessions and competitions and is instrumental in fostering a safe, inclusive, and high-energy sporting culture that reflects Ivanhoe Grammar's values.

The position requires strong collaboration with the Director of Sport, Sport Administrators, Heads of Sport, and Co-curricular teams. It also includes direct involvement in student management, coach development, and program evaluation. The Deputy Director ensures compliance with AGSV/APS policies, school expectations, and safety requirements. The role requires regular weekend and after-hours work to support sport delivery and community connection.

This position is integral to the ongoing success and development of the School's sport program and requires a leader with strong interpersonal, organisational, and collaborative skills, combined with a passion for youth development through sport.

### Leadership Commitment

The Deputy Director of Sport holds a Position of Leadership (POL) responsible for the performance and the professional growth of their team, collectively and individually, and the planning, coordination, execution and review of the Sport program.

As an Ivanhoe leader, the person in this role commits to the Ivanhoe Charter for Leadership, its Principles and Ethos and the observable behaviours, attitudes and attributes of leadership as characterised by this charter.

### Key Result Areas

Responsibilities	Performance Outcomes
To promote and enable the Ivanhoe Strategic Vision	The Purpose and Ethos of the Strategic Vision are evident in the observable behaviours and professional practice of all staff at Ivanhoe Grammar School
Provide students with a child-safe environment	A demonstrable and leading understanding of appropriate behaviour and legal obligations relating to child safety.

	A leader of compliance with the School's Student-Safety Policy and Code of Conduct, and any other policies or procedures relating to child safety
To inspire, motivate and grow a positive and collaborative learning culture across the School community	<p>The Deputy Director of Sport has an active and visible presence at training, fixtures and events across the School. They</p> <ul style="list-style-type: none"> <li>• are known to all members of the School community at all secondary campuses</li> <li>• build and foster community spirit through positive relationships with students, parents and guardians characterised by trust and goodwill</li> </ul> <p>An environment of professional trust, empowerment and learning is fostered.</p> <p>Observable professional behaviour and professional courtesy is modelled at all times.</p> <p>A culture of high expectations and standards is evident in staff work practices and behaviours.</p>
To provide strategic and highly visible leadership living out the <i>Ivanhoe Charter for Leadership</i> .	<p>The Deputy Director of Sport is an outstanding and observable leader in:</p> <ul style="list-style-type: none"> <li>• the exceptional management standards of their own areas of function and responsibility</li> <li>• strategic change management processes</li> <li>• the delegation of responsibilities to their team and direct reports</li> <li>• the empowerment of their team as they conduct their work</li> <li>• ensuring accountability processes exist to monitor progress and ensure responsibilities are met</li> </ul> <p>The Deputy Director of Sport demonstrates a growth mindset reflected by proactively seeking feedback from all stakeholders and intentionally reflecting on their strengths and opportunities for growth</p>
To foster a vibrant sport culture through strong on-the-ground leadership	<p>Regular visibility at training, matches and key events is maintained</p> <p>Students and staff are actively supported, promoting team spirit, participation and wellbeing</p> <p>Student engagement and team performance is celebrated across all programs</p> <p>Feedback from students, staff and families regarding leadership presence is positive</p> <p>Student morale and program engagement is high across campuses</p>
Partner with the Director and Heads of Sport in student management and development through sport	<p>Collaboration to address student behaviour, attendance and wellbeing is evident</p> <p>A consistent approach to student expectations and discipline across sports is enacted</p>



	<p>Participation data is tracked with both elite and recreational player pathways actively supported</p> <p>Engagement and participation data shows sustained or increasing involvement</p>
<p>Coordinate the operational delivery of the School's sport program</p>	<p>All information is disseminated to students in a timely and effective manner</p> <p>Teaching staff are allocated to a season of sport in compliance with School policy ensuring timely communication and direction as to the requirements of their role and the expected standards of engagement</p> <p>All training and match day logistics are well coordinated with minimal disruption with sport equipment efficiently managed and well maintained</p> <p>Sporting camps/tours are organised in full compliance with the School's policy and protocol requirements.</p> <p>Regular liaison exists with grounds and maintenance staff in relation to the operational elements of sport</p> <p>House Carnivals are highly organised and well led, including timely communications to all staff and students</p>
<p>Support and mentor sport staff and coaches</p>	<p>Induction, mentoring and performance development of coaching staff is facilitated such that coaching quality and engagement improve across the program</p> <p>Academic staff are supported in understanding their responsibilities and School expectations such that staff report strong support, clear expectations, and confidence in their roles</p>
<p>To oversee the work of the Sports Administrators in sport administration</p>	<p>Accurate documentation for compliance, staffing, scheduling, and risk is maintain at all times</p> <p>Training and match day risk, equipment condition, and staff compliance is monitored</p> <p>Sport program operations are documented, audit-ready, and policy-compliant</p> <p>All equipment is functional, safe, and fit-for-purpose.</p> <p>Risk registers, compliance records, and incident reports demonstrate consistent and proactive management</p> <p>Staff compliance and credentialing is consistently up to date.</p> <p>Onboarding, induction and off-boarding procedures are followed</p>
<p>Work within the allocated annual budget, in consultation with the Finance Team.</p>	<p>Effective and timely communications with the Business Centre</p> <p>The budget supports the delivery of programs in accordance with School policies and priorities</p>

	Recommendations and assistance in preparation of the annual budget are provided to the Director of Sport
Represent the School and support community engagement through sport	<p>Ivanhoe is professionally represented in external sport networks. School sport is visible, celebrated and positively regarded by the broader community.</p> <p>Attend AGSV/APS meetings and other sport-related forums as required.</p>
Other duties as directed by the Director of Sport	<p>The School is represented in a range of events and settings as directed</p> <p>Attend various committee meetings at the invitation of the Director of Sport or Principal</p> <p>Engage in projects as directed by the Director of Sport or Principal</p>

### Key challenges

- Ensuring consistent, high-quality coaching and student experiences across all sports across all secondary campuses
- Fostering a culture that balances participation, performance, wellbeing, and inclusion.
- Managing operational logistics to reflect the strategic priorities in sport.
- Create conditions for learning that are student-centred, outcomes-based, incorporate a diversity of approaches and promote excellence
- Communicating effectively with key stakeholders

### Education and experience

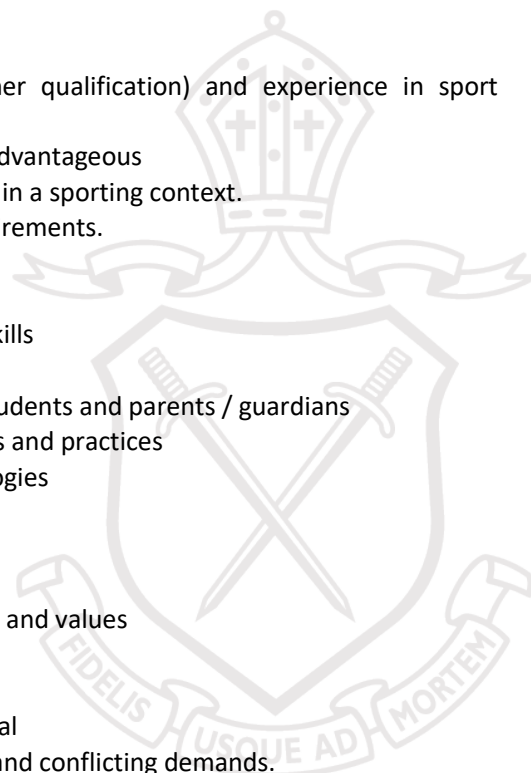
- Relevant Post-Graduate studies (or working towards a further qualification) and experience in sport management and leadership
- Experience in secondary education sports leadership would be advantageous
- Strong understanding of adolescent development and wellbeing in a sporting context.
- Expert knowledge of child safety protocols and compliance requirements.

### Knowledge and skills

- Outstanding organisational, communication and interpersonal skills
- A demonstrated ability to build community
- Strong capacity to consult, collaborate and interact with staff, students and parents / guardians
- Demonstrable understanding of contemporary coaching theories and practices
- Demonstrated capacity to employ contemporary digital technologies

### Attributes

- Be a suitable person to engage in child-connected work
- Supportive and an avid promoter of the Ivanhoe Grammar ethos and values
- Innovative and creative thinker
- Highly developed verbal and written communication skills
- Demonstrated ability to work with others towards a common goal
- Personal resilience, enabling effective management of multiple and conflicting demands.



## Reporting Relationships

<b>Reports to:</b>	Director of Sport
<b>Direct Reports</b>	Sport Administrators Coaching staff
<b>Associated Relationships:</b>	Deputy Principal/Head of Plenty Campus People and Culture Team (inc Risk & Compliance) Deputy Heads of Campus Heads of House and Year Teaching staff

## Additional Information Relating to the Position

### Child Safety Commitment

All schools have a moral responsibility for the safety and wellbeing of students. At Ivanhoe Grammar School we take this responsibility very seriously. We are committed to a school culture where protecting children forms a part of our everyday thinking and activity. Protecting students is the responsibility of everyone who is employed at, or is engaged by, Ivanhoe in child-related work. Detailed information about our commitment to child safety and wellbeing, is set out in our code of conduct, policies and procedures located on our Child Safety page.

Committed to child safety, children's wellbeing and protecting children from abuse, the School requires that all staff comply with the School's Student Safety Code of Conduct, Student Safety Policy, Student Safety Concerns Management Procedure, Health and Safety Policy and Respectful Workplace Behaviour Policy.

All teachers and non-teaching staff working directly with or caring directly for students are required to have a working knowledge and understanding of our Child Safety Code of Conduct, Student Safety Policy and Student Safety Concerns Management Procedure.

Where any staff member breaches any of the School's policies or codes of conduct, the School will take appropriate disciplinary action.

### Teaching Staff Commitment

All teachers are expected to support our students in our three academic pillars of curricular, co-curricular and pastoral care. All teachers are expected to teach vertically across a range of year levels, 3- and 4-year-olds in ELC, Prep to 6 in the primary years and Years 7 to 12 in secondary years. Teachers are expected to support and extend the School's ethos and culture, foster in their students the enjoyment of learning and challenge, provide opportunities for students to have a whole of school experience, while striving for a broad world outlook. They model for our students the observable behaviours and attitudes of a person of character and work in accordance with the School's Conditions of Employment for Teachers.

### Professional Service Staff Commitment

All members of the Professional Service Staff team are expected to support each other in achieving operational and strategic goals and work towards the continuous improvement of the School's systems and programs. Professional Service Staff must be willing to assist and support other members within the team in accordance with our School's expectations of collegiality and teamwork. The Business Manager or their delegate may assign reasonable duties in addition to those listed in this position description.

## Occupational Health and Safety (OHS) Commitment

All School staff are required to take reasonable care for their own health and safety and that of other staff who may be affected by their conduct.

All staff are responsible for:

- Participating in OHS related training
- Reporting OHS hazards and incidents
- Actively participating in the development of risk assessment and or job safety analysis
- Assist with workplace inspections
- Adhere to Ivanhoe Grammar School's OHS policies and procedures

## Policies and Procedures

All employees of Ivanhoe Grammar School are expected and required to understand and adhere to all School policies and procedures. It is a condition of employment that all employees participate in all training provided to them regarding policies and procedures in accordance with legislative requirements. A breach of School policy may result in disciplinary action.

## Approval

<b>Developed by</b>	Head of People and Culture
<b>Approved by</b>	Principal
<b>Approval</b>	May 2025

