

**MOUNT ALBERT GRAMMAR SCHOOL**

 **Job Description**

 **Director of Netball**

**Responsible to:** Headmaster through delegated authority to the Director of Sport

**Reporting to:** Director of Sport

**Key Relationships:**

***Internal***

* Headmaster
* Senior Leadership
* Director of Sport
* Netball Academy Coaches
* Netball Coaches
* Netball Managers
* MAGS Staff
* Students

***External***

* Auckland Netball Operations Manager
* Parent Netball Support Group
* Parents
* Auckland/Waitakere Netball Staff
* Unitec and Universities
* College Sport
* Sponsors

**Position Purpose:** To lead and manage all netball in the school. To ensure the MAGS Netball program is always at the pinnacle of Secondary School Netball.

**Communication:**  All sports matters must be directed to the Director of Sport in the first instance, unless otherwise instructed.

**Primary Objectives:**

1. To lead and document a strategy for MAGS Netball which aligns with the MAGS Strategic Plan 2018-2022.
2. Ensure the best possible netball culture is at MAGS by setting the highest standards and expectations.
3. To work with the Headmaster and Director of Sport around the overall resourcing of the Netball program.
4. To facilitate the formation of a Parental Netball Support Group, for development and fundraising.

 **Key Responsibilities:**

1. Foster an ethic of personal best, quality and continuous improvement in all areas of netball.
2. Coach or Manage the Premier Netball Team so that each individual can achieve their personal best.
3. Work with the Netball Co-ordinator to ensure Risk Management (EOTC) procedures are in place for all events and tours.
4. Review the netball program annually as part of the self-review process and reports, as appropriate, to the relevant people.
5. Manage and maintain a positive relationship with Netball NZ, Auckland Netball, local clubs and other sporting entities.
6. Meet with the Director of Sport on a regular basis to set goals, report on progress, plan ahead, review and monitor progress.
7. Respond to and liaise with students, parents and community groups promptly and appropriately.
8. Ensure that all of the netball environments are safe at all times.
9. Be responsible for all expenditure as per agreed netball budgets and make sure all netball budgets get approved from the Business Manager.
10. Competently manage all netball resources.
11. Liaise with the Finance office to follow up payments of student netball fees.
12. Design and implement a documented strategy to recruit coaches and retain them in the school.
13. Facilitate trials for the netball Academy.
14. Attend and coach all AKSS and NZSS netball tournaments.
15. Adhere to the school sponsorship rules and relationships.
16. To assist netball coaches to ensure a strong foundation is at all levels of netball.
17. Design and implement a documented strategy to recruit coaches and retain them in the school.
18. Facilitate trials for all grades within the school.
19. Oversee allocation of a coach and a manager to all netball teams.
20. Liaise with MAGS Netball Co-ordinator to facilitate registrations for all teams with Auckland Netball Centre/College Sport.
21. Register netball teams for the Auckland Combined Points Tournament.
22. Keep abreast of new developments in netball at playing and coaching level.
23. Provide development and training for coaches, umpires and students, including facilitating coaching clinics and umpiring courses through the Academy classes.
24. Liaise with Sports Department in relation to results and prizegivings.
25. Provide netball education programs in MAGS feeder schools, outreach clinics provided to local intermediates in Term 1 and 2.
26. Communicate regularly with the MAGS Netball community
27. To ensure that a player database is in place and that it is capable of tracking players’ progress through the school.
28. Facilitate the delivery of Netball New Zealand programmes as directed by Auckland or Waitakere Netball.
29. To work with netball staff and Parent Group in the development and promotion of all netball through the school.
30. Other duties as required.

**Person Specification:**

*Communication/People Skills*

* Efficiently and promptly convey all communication to the relevant person
* Easily establishes rapport with people from a wide variety of backgrounds
* Effectively builds and maintains long term networks and relationships
* Ability to work with and motivate students

*Technical Skills, Knowledge and Experience*

* A strong background in netball as a coach and manager
* Experience in managing people and implementing programmes
* Intermediate level of computer skills

*Teamwork*

* Builds and maintains effective working relationships
* A team leader with the ability to give clear direction to others
* Shares information readily

*Work Organisation/Planning*

* Self-Motivated
* Excellent planner
* Able to report effectively both in written and oral form
* Work effectively and efficiently without supervision

**How performances / success will be measured:**

* Provide a written report to the Headmaster and Director of Sport or delegate at the season end during Self-Review of the Netball program on performance against each of the KPIs and any other areas that has been asked to focus on.
* Meet with the Director of Sport weekly to discuss progress against KPIs and other netball issues relevant to the position.
* To provide specific focus on the KPIs or other KPIs the Headmaster or Director of Sport or delegate, set for each term.
* Provide evidence that the KPIs (or other priorities) set by the school each year have been met.
* To meet with the Director of Sport at the end of each term to discuss performance against the KPIs, and to discuss the KPIs or other areas of focus, for the following term.

**Important Administrative Matters:**

* Ensure all Academies are compliant regarding Uniforms and Fees as requested by Director of Sport.
* Netball facilities are respected by both Coaches and students as requested by the Director of Sport.
* Required to be available to students, coaches and parents during the week and be available to work weekends as required.
* At the end of season and self-review of the program is to be completed and discussed with the Director of Sport and the Senior Leadership line Manager.

**Signed:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Director of Netball**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Director of Sport on behalf of Mount Albert Grammar School**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**