We are looking for a motivated, qualified and highly organised Director of Water Polo to plan and administer our Water Polo programme. The successful applicant will also be required to teach a secondary subject (0.6 FTE), preferably PDHPE but other subjects will be considered. This is a full time position.

**Position Description**

**Director of Water Polo (and Classroom Teacher)**

**Reporting to**

Sportsmaster

**Agreement/ Award**

Sporting Allowance supplementary to the base Agreement NSW Schools NSW Teachers (Hybrid Model) Multi-Enterprise Agreement 2017

**Minimum Hours**

Full-time including up to 0.6 teaching load. (Subject specialisation negotiable however PDHPE preferred.)

**Mission Statement**

The mission of Trinity Grammar School is to provide a thoroughly Christian education for its boys, imparting knowledge and understanding of the world we live in, and recognising the importance of spiritual qualities in every sphere of learning and living. The School actively encourages its students to grow in wisdom and stature and in favour with God and man.

**Purpose of the position:**

The role of the Director of Water Polo is to prepare, implement and manage Water Polo teams in the Summer Season for the development of Trinity Water Polo at all levels in the Middle and Senior Schools and actively manage and contribute to the leadership of continuous improvement in the way Trinity is represented in Water Polo. This position is a cocurricular coordinator responsibility assigned as part of an overall teaching role in the School.
Specific Roles/Duties/Responsibilities

1. Leadership.

Working in close collaboration with and under the direction of the Sportsmaster:

1. Visibly demonstrate a commitment to excellence through actively coach a Trinity Water Polo team, preferably in the higher grades of the competition.
2. Assist the Sportsmaster in appointing both internal and external coaching staff to Water Polo teams.
3. Act as the point of contact for all players, parents and coaches.
4. Actively support the implementation of a progressive skill, training and testing programme for all ages and levels.
5. Demonstrate excellent organisation and communication skills at all times.
6. Liaison with outside agencies concerning matters pertaining to Trinity Water Polo.
7. Attend and oversee all weekly Water Polo training sessions by all Year groups throughout the year.
8. Support the development and training of players with the rules of the game and a commitment to good sportsmanship in competition.
9. Develop the roles of student so they are capable of being officials on the score bench, so that students enrolled in Water Polo are competent in undertaking these duties on Saturdays.
10. Attend training sessions and trials on Saturdays and during holiday periods, as required.
11. Be the Chair of a Selection Committee regarding player selections. Consult with coaches on player movement throughout the grades, with emphasis on talent identification, posting all team selections on the Water Polo notice board throughout the season.
12. Liaise with all coaches on player absences at both training and games, following up on absentees as in line with the school’s Sports Absentee policy.

2. Pastoral

1. Work Liaise with parents on any feedback regarding their son and Water Polo.
2. Liaise with the Sportsmaster and visiting Schools’ coaches on any indiscretions that may arise.
3. Follow up with the School Nurse regarding any reported injuries from training or competitions.

3. Administrative

1. Chair all Trinity Water Polo meetings and report back to the Sportsmaster.
2. Ensure attendance and participation in relevant external meetings and training courses related to Water Polo.
3. Maintain uniform and equipment stock levels and replenish as required in consultation with the Sportsmaster and Sports Centre Manager.
4. In consultation with the High Performance Coach – Water Polo, organise pre-season trials for all Senior School teams (Years 7 - Opens).
5. Ensure the accurate collation of winning teams each Saturday and notify the Sportsmaster no later than 12noon Sunday.
6. Be responsible for the communication of all match results (via email) to the Sport and Cocurricular Activities Executive Assistant each week.
7. Responsible for, but not limited to the maintenance of the Schools standards and the application of the sports code of conduct during all Saturday fixtures.
8. Attend post-match functions, as required.
9. Assist in hosting the annual presentation dinner, ensuring all student speeches and any audio-visual presentations are vetted in advance.
10. Co-ordinate external coach payments, ensuring hours are annotated appropriately on the external coach timesheet and endorsed with the signature of the coach before sending to the Sportsmaster for authorisation.
11. Assist in the planning of yearly Budgets in consultation with the Sportsmaster.
12. In conjunction with the High Performance Coach – Water Polo, present a formal season review to the Sportsmaster, including a comprehensive list of results and the development of goals for the new season.
13. Prepare trophies and awards for issue on Quad Assembly as required.
14. Inform the Head Master and Sportsmaster of the recommendation for 1st Captain.
15. In consultation with the Sports Centre Manager, maintain and order Water Polo, equipment as required.

4. General

1. If required, assist with the maintenance of the pool to ensure that it meets the appropriate pool hygiene and safety standards
2. Attend all Saturday Trial and CAS/GPS matches (as prescribed)
3. Record and report results for all teams to the Sportsmaster for Monday morning
4. Participate in and contribute to co-curricular activities in the Secondary School.
5. Participate in the spiritual life of the School as directed by the Sportsmaster
6. Contribute to the annual review of this position description

5. Personal Qualities and Requirements

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| **Academic / Professional Qualifications** | • Valid NSW Working with Children Check  
• Current Senior First Aid and CPR  
• Formal tertiary qualification in teaching | • Formal qualifications in Inclusive Education |
| **Work Experience and skills** |                                                                           | • Ability to demonstrate leadership of school wide initiatives and programs in inclusive education  
• Experience in NCCD collection  
• Design and delivery of school based, NESA accredited professional learning |
| **Personal Qualities / Behavioural traits** | • Excellent organisational skills  
• Efficient administrative skills  
• High level communication written skills  
• High level oral communication skills  
• High level interpersonal skills | |

> **All applications must be made on our standard application form** (please click on the link below).
> Applications not made on our standard form will not be considered.
> Applications will close when a suitable applicant is found.
> No agencies please.

[Click here to complete an application form]