



CHELSEA
PREPARATORY SCHOOL

JOB DESCRIPTION

DIRECTOR OF SPORT

- Develop and implement a strategic vision for the sport programme.
- Oversee the planning, coordination and execution of sporting activities, festivals and tournaments internally and between schools.
- Manage and mentor coaching staff ensuring professional development and effective performance.
- Collaborate with parents and pupils to enhance the overall sport experience and promote a positive, inclusive environment.
- Monitor and assess the performance of the sport programme, providing recommendations for improvements.
- Oversee the coordination of schedules, practices and fixtures ensuring the efficient use of facilities and resources.
- Together with the Business Manager, manage the allocated sport budget, including equipment purchases, travel expenses, tour costs and other associated costs.
- Responsible for the checking and submission of all sport coaches' payments.
- Oversee the ordering and issuing of all staff and coaches sport kit and uniforms and ensuring that staff and pupils wear their correct kit with pride at all times.
- Enforce the sport policies and address behavioural issues in a fair and consistent manner.
- Mentor and support the sport staff, facilitating their professional growth and maintenance of high standards.
- Stay informed about current trends, best practices and developments in sport coaching and physical education through ongoing professional development and networking opportunities.
- Coordinate all sport fundraising initiatives working together with the parents, coaches and the Marketing and Public Relations Department.
- Work alongside the Physical Education and High-Performance Departments to align with the same values / objectives with respect to sport in the school.
- The coordination of all transport arrangements to and from sport practices, fixtures, festivals and tours.

Closing date 4 October 2024.

Applications including three references to be submitted via email to principal@chelseaprep.co.za