



Pittwater House

POSITION DESCRIPTION

TITLE	Director of Sport and Student Experience
REPORTS TO	Principal via Deputy Principal
RENUMERATION	Leadership Level 3
NATURE OF EMPLOYMENT	Full time
COMMENCEMENT	January 2026

POSITION OVERVIEW

Liaison with

1. Deputy Principal
2. Heads of School
3. PDHPE Coordinators Junior and Secondary
4. Co-curricular Heads
5. Elite Athlete and Performance Adviser
6. Staff
7. Parents
8. Co-curricular networks
9. External coaches and service providers

Philosophy

The care of and interest in each student is one of the most critical aspects differentiating Pittwater House from other educational institutions. Differentiating between the genders and understanding the needs of each student is a core aim of Pittwater House Schooling.

Providing students with an academic, relevant, global, 21st-century educational experience that encourages the use of technology and critical thinking skills is central to the Pittwater House service.

Honesty and integrity are the first of the Pittwater House Core Values and need to be reflected in staff attitudes towards all areas of the school. Confidentiality of records and information, both personal and corporate, is paramount. In all dealings with parents, students, staff, and public members, your approach must reflect the high standards and reputation of the School, and your actions must comply with relevant laws.

Child Protection

Pittwater House is a child-safe environment. The safety, protection and wellbeing of all students and other children and young persons involved in activities at the School are of fundamental importance. The School actively promotes the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations including the National Principals for Child Safe Organisations. The School's Child Protection Policy is available to all existing staff via the policy handbook or request.

RESPONSIBILITIES

The Director of Sport and Student Experience provides strategic leadership, development, and management of the School's comprehensive Co-curricular Sport program. In addition to this core responsibility, the role oversees the Outdoor Education program and broader Co-curricular operations. This includes coordinating Outdoor Education experiences and collaborating with Co-curricular Coordinators in Performing Arts and other activity areas to ensure effective scheduling, staffing, and student load management. The Director ensures all programs are inclusive, engaging, and aligned with the School's educational vision, fostering student participation, excellence, and well-being. The role strategically delivers high-quality sporting opportunities and pathways led by suitably qualified, dynamic, professional coaches, tutors, managers, and staff.

Strategic Leadership:

- Develop and implement a strategic vision for co-curricular sports and student experiences that aligns with the School's mission and values.
- Drive increased student participation in Co-curricular sport across all year levels.
- Evaluate and refine programs regularly to meet the evolving interests and needs of students.
- Strategically manage and review school affiliations and sport pathway opportunities to ensure relevance and alignment with community needs.
- Promote a culture of excellence, inclusivity, and engagement in all sport and outdoor education domains.
- Represent and support the School at community events, including Open Days, parent tours, and other key functions.

Program Management:

- Lead the planning, coordination, and delivery of all Co-curricular sport, sport pathway, and Student Experience programs.
- Collaborate with the Heads of PDHPE (Junior and Senior Schools) to coordinate carnivals and large-scale events.
- Work with Heads of School and the pastoral team to plan and coordinate the Outdoor Education program, supporting staffing, program planning, communication, and liaison with providers and external organisations.
- Attend selected camps, including annual Snow Sports Camp and Outdoor Education experiences, as needed, to assess the quality of delivery, student engagement, and program planning.
- Be available for activities, camps and other activities outside of school hours and published term dates.
- Ensure all programs align with School policies, risk management procedures, and duty of care requirements.
- Oversee budgets, staffing, and facility use to support effective and sustainable program delivery.

- Identify and pursue interstate and international opportunities that extend student experiences in sport.
- Oversee and facilitate the recognition and celebration of sporting achievements across the School.
- Provide ongoing support and guidance for sport scholarship holders and monitor their progress.
- Lead the Sports Administration team to ensure operational systems are current, efficient, and fit for purpose.
- Manage communication and follow-up with students and parents regarding Co-curricular matters, including participation concerns, exemptions, scheduling clashes, and load balancing.

Staff Leadership and Development:

- Recruit, mentor, and supervise Co-curricular staff, coaches, and volunteers.
- Ensure all programs are staffed by suitably qualified and experienced personnel.
- Induct all external coaches per the School's Code of Conduct and expectations.
- Provide access to relevant professional learning to support ongoing staff growth and program quality.
- Conduct regular performance evaluations and offer constructive, growth-focused feedback.
- Model active involvement by participating in the Co-curricular program as a coach or manager, where appropriate.

Student Engagement and Wellbeing:

- Encourage broad student involvement in Co-curricular and Outdoor Education activities, and celebrate achievements.
- Work closely with Heads of School and pastoral teams to support student wellbeing through Co-curricular engagement.
- Respond proactively to student concerns, resolve participation issues, and address conflicts.

Communication and Community Engagement:

- Maintain clear and consistent communication with students, parents, staff, and external stakeholders.
- Promote Co-curricular offerings through School publications, assemblies, and digital platforms.
- Establish and maintain partnerships with local organisations, sporting bodies, and cultural institutions to enhance program offerings and community engagement.

Meetings:

- Executive Meetings (as required)
- Staff Meetings
- Professional Development Meetings
- Co-curricular leaders meetings
- External association meetings
- Other committees, the foci of which pertain to the position

GENERAL EXPECTATIONS FOR TEACHING STAFF AT PITTWATER HOUSE

A Pittwater House teacher will create an engaging learning environment that promotes and recognises excellence and differentiates for the needs of all students. They will:

1. Have academic mastery of the subject content they teach
2. Have proven skills in programming, lesson planning, assessment and reporting strategies
3. Be reflective teachers, continually looking for feedback and learning opportunities
4. Embrace the use of relevant resources and strategies to improve student agency, engagement, differentiation and learning
5. Recognise the importance of providing differentiated content, assessment and learning strategies in all classes
6. Be skilled in classroom management and administration
7. Understand the need to provide effective feedback to students to improve their understanding and learning
8. Maintain effective communication with colleagues, Heads of School and parents
9. Be an active user of the school's e-learning platform to support learning and communication
10. Assess and return work promptly to students with adequate feedback
11. Be available for faculty and staff professional learning, before and after school, where required
12. Serve as good ambassadors of the School. This includes conducting oneself according to the professional standards of the School, being well-groomed, and wearing appropriate professional attire.
13. Take an active interest in the general life of the School - supporting policies, procedures, aims and objectives to facilitate the day-to-day operation of, and promote a high quality of education within, the School.
14. Maintain professional confidentiality concerning information about staff and/or students and their families.
15. Act as a member of a team, developing and supporting the philosophy and ethos of the team
16. Ensure all documents are prepared and presented by the School's Style Guide.

Pastoral and Co-curricular Duties

A Pittwater House teacher will recognise the importance of pastoral care and be actively involved in the program. In particular, they may:

1. Be allocated a "Form Class" each year (pastoral class).
2. Be responsible for attendance and following up on attendance issues.
3. Promote pastoral care and leadership of the students.
4. Report directly to the Head of the Grammar School or Girls' College.
5. Be involved in the pastoral or leadership annual camp.
6. Maintain and run the pastoral program during the allocated form time.
7. Attend and participate in assemblies where directed.
8. Be available for co-curricular activities after school and other times where required.
9. Provide appropriate administration and supervision during these activities, where needed.

SELECTION CRITERIA

Essential:

- Tertiary qualifications in education and eligible for NESA Accreditation
- Current NSW Working With Children Number
- Demonstrated experience in leading co-curricular programs within a school setting.
- Strong organisational and administrative skills, including budget management.
- Excellent interpersonal and communication skills.
- Ability to inspire and motivate students and staff.
- Current Senior First Aid qualifications.
- Commitment to child safety and well-being.

Desirable:

- Experience in coaching or coordinating sports teams.
- Familiarity with outdoor education programs
- An understanding of the various Independent School Sport pathways and organisations.
- Knowledge of relevant legislation and best practices in co-curricular program delivery.
- Willingness and ability to teach a small load to assist with an awareness of our students, systems, and programs.
- Strong communication skills.
- Pool lifeguard qualifications.

Performance:

There will be a review of the role at the end of the initial term of employment, where the incumbent will meet with the Principal and/or Deputy Principal.