

Rangiora High School

Te Kura Tuarua o Rangiora

Each and every learner will thrive in a centre of learning excellence.



Basketball Floor Coordinator

Role Description

Purpose of the role

1. To supervise the Friday night basketball programme
2. Carry out administration duties as required, to affect the smooth running of basketball on Friday nights.

Role description

Tenure: Fixed term, part-time (funding dependent) 5 hours per week

[being Friday (3.30pm - 8.30pm)]

Commensurate with training and experience

Remuneration:

Director of Sport

Reporting to:

Role Requirements

Personal Qualities

- Have an approachable and friendly manner
- Energetic, organised, flexible and efficient
- Calm and able to retain a keen sense of humour

Knowledge and Understanding

- Sympathetic to the needs of students from a wide variety of socio-economic backgrounds and educational abilities

Skills

- Relate effectively to young people, parents/whānau/caregivers
- Have excellent oral communication skills
- Establish priorities, define tasks and see them through to completion
- Have the required ICT skills

We create inclusive, equitable and relevant learning opportunities with clear pathways.

We empower deeply engaged and connected lifelong learners.

We contribute positively to our community.

Basketball Coordinator - Role Description

- Can demonstrate successful experience working with young adults

Equity

- Have an awareness of the intent and spirit of Te Tiriti o Waitangi
- Be culturally sensitive to students from all cultural backgrounds
- Demonstrate an awareness of the needs of students with physical and intellectual disabilities
- Be able to work confidently and fairly with all staff, students and parents/whānau

Role functions

Focus Areas / Tasks	Outcomes
Annual Activity Plan	<ul style="list-style-type: none">• Work under the direction of and assist the Director of Sport to implement the Friday night basketball programme within the school
General administration and other tasks	<ul style="list-style-type: none">• Receive and send out weekly basketball draw• Book school vans for Year 9 teams• Organise drivers for Year 9 teams and load vans• Help Floor Controllers with referees• Supervise Friday night basketball games• Referee if required• Enter all results on SSC website• Supply First Aid if required• Other activities as required by the Director of Sport• Comply with School Policies and Practice

Education is an ever-changing environment. This job description is therefore focused on the important tasks and responsibilities. Whilst every effort has been made to explain the main tasks and responsibilities of this role, duties may vary from time to time, without changing the intention of the job description or the level of responsibility. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

This job description will be reviewed annually during the appraisal process and may be updated in light of the needs of students and the school.

Declaration

I have reviewed this role description and acknowledge the requirements of the role.

Name:	
Signature:	
Date:	