



Treverton aims to appoint an experienced and dynamic individual to the position of

## Preparatory School Sports Coordinator

- LOCATION: Mooi River
- CONTRACT TYPE: Permanent
- SALARY: Market related
- REPORTING LINE: Prep Head
- SCHOOL PHASE: Preparatory
- ADVERT CLOSING DATE: 30th June, 2019

### **Treverton Background:**

Treverton is an independent Christian school, situated on a unique 270-hectare campus in the heart of the KwaZulu-Natal Midlands. Treverton caters for boys and girls from Grades 000 to 12 and Post-Matric and strives to provide a balanced, quality education based on a strong Christian foundation.

### **Safeguarding our Students:**

Treverton is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a background check.

### **Position Summary and Duties:**

To adopt a holistic view to students in their care, promoting the general progress and well-being of individuals and of any class or group assigned to them. To create a positive learning environment and motivate students to achieve their full potential.

### **Strategic contribution of this position:**

- This position forms part of the Treverton Preparatory School Management Team
- Providing quality education that enhances the Treverton brand
- Providing opportunities to staff to attain their career goals

### **Duties:**

- Developing and organizing sports leagues across all sporting codes offered by the school.
- Plan, organise, schedule and direct all sports matches hosted by the school
- Recruit and hire relevant sports coaches and staff for the various disciplines
- Organise and arrange school sports tours, both incoming and outgoing
- Maximize sports participation amongst students
- Manage staff and their various sporting duties and responsibilities
- Fulfill the academic requirements of a subject teacher where necessary
- Be prepared to give up weekends and/or holidays for school sporting and touring commitments

### **Extramural involvement:**

- Responsible for the planning, coaching and management of co-curriculum activities

- Sports and Cultural
- Community service

### **Pastoral Care and Discipline:**

- Be approachable and caring to students, parents and colleagues
- Communicate accurately to relevant stakeholders
- Promote and encourage in students a Christian value system, strong moral stance and courtesy
- Be responsible and proactive with the implementation and maintenance of the students' dress and discipline code

### **Additional responsibilities:**

- Campus Projects/ Portfolios/ Meetings/ Committee Participation/ Forums/ Tasks/ Teams/ etc.
- Serve on committee structures as delegated and required by the school e.g. Employment Equity, H&S etc.
- Safeguard all equipment allocated to you, update inventory or resources for assigned class/ subject/ activity and manage assigned budget
- Attend all functions at the discretion of the Prep Head
- This includes being available to attend school tours and outings

### **Requirements of the role:**

- Teaching Diploma or Undergraduate degree with postgraduate Teaching Diploma
- SACE registered
- Several years teaching experience in a similar role
- Student evaluation

### **Key Skills:**

- Ability to coach sport at a high level
- Ability to mentor and develop coaches
- Ability to mentor and develop players
- Ability to identify and develop talented sportsmen and women
- Ability to be a role model
- Ability to reflect on own practice
- Good planning, organising and reporting skills
- Good communication skills (oral, written and presentation)
- Good time management skills
- Good interpersonal skills and strong team orientation

### **Core Attributes:**

- Flexible
- Resilient
- Willingness to serve
- Life-long learner
- Ability to build positive relationships with all stakeholders
- Enthusiasm
- Positive disposition

### **Remuneration:**

A package commensurate with the position and relevant qualifications and experience will be negotiated during the recruitment process.

### **Steps to Apply**

Send a copy of your curriculum vitae including a covering letter and the names of three contactable referees, one of which is to be your church minister, to the email address [prepvacancy@treverton.co.za](mailto:prepvacancy@treverton.co.za) with the subject line "Prep Sports Coordinator".

Your resume will be reviewed and if you meet the criteria we will contact you for an interview.

*Thank you for your application. If you do not receive a response from us, please consider your application unsuccessful. Please note that the submission of an application does not automatically qualify the applicant for an interview.*