

Director of Sport

Purpose and Outline of Role

The Director of Sport holds an integral role in the life of the school. In appointment to the position, the Principal delegates the responsibility for leading and managing the development of sport in the School. The Director of Sport has the ability to provide strategic direction and support a multi-faceted team and is responsible for ensuring the efficient oversight of the School's coaching and sporting programs, and the development of a progressive, realistic and coherent vision for Sport at Queenwood. Fostering and maintaining the School's relationship with IGSA and other bodies, for the benefit of Queenwood is also central. Sports are integral to the cocurricular program at Queenwood and develop skills and qualities that will equip students for purposeful and fulfilling lives: responsibility, teamwork, interdependence and leadership, as well as promoting resilience, health, wellbeing and enjoyment of physical activity.

Reporting Relationships

The Director of Sport reports directly to the Deputy Principal and ultimately to the Principal. The Head of Sport Operations (Years 7-12), Director of Rowing, and Aquatics Manager & Head Coach – Swimming, report directly to the Director of Sport.

Employment Basis

This is a permanent full-time position to commence Monday, 20 July 2026 (negotiable). This role involves significant out of hours involvement across the entire week, including evenings, weekends and occasionally public holidays. Such are the organisational demands of the role that work through non term time will be required. This is a senior position, and the demands are commensurate.

Key Responsibilities

The key responsibility of the Director of Sport is to imagine, identify, oversee, develop, manage and deliver high quality opportunities and coaching programs across multiple sporting disciplines at Queenwood. To this end, the Director of Sport will:

- Promote the Queenwood Sports Program and the implementation of a character framework within Sport, as part of the wider strategic focus of the School.
- Identify sporting opportunities and initiatives for Sport at Queenwood, including the development of pathways for sport, supported by the coaching structures, sport science access and performance frameworks.
- Envision, design and ensure the delivery of an engaging and challenging 7-12 sporting program aligned with the School's sporting philosophy, goals and strategic plan.
- Collaborate with the Director of Sport (Junior School) to enable a smooth transition for a Junior School students into the Senior School Sporting program.
- Ensure that the program is appropriately differentiated according to diverse student abilities.
- Consider selection of coaches and a clear program for the development of the skills, approaches and capacities of all coaches in the School

- Ensure that information about the programs is communicated in a timely and effective manner to students, staff, parents and third parties
- Assess and revise sports policy documents and procedures
- Establish close business relationships, with relevant sporting associations and other influential bodies including local coaching organisations.
- Establish and maintain positive relationships with parents and the school community while abiding by School policies and objectives.
- Develop structures that assist with the smooth implementation of the program, including recruitment and oversight of the casual coaching program.
- Oversee the operational functions of the sport department.
- Oversee and manage all coaches, sports administration staff and external providers involved in sport including the appropriate induction of new staff and coaches.
- Ensure all coaches hours in Clipboard are accurate and approved on time.
- Oversee and coordinate the organisation of sporting events such as sports carnivals.
- Lead and manage special events, workshops, trips, tours for competition and training, some of which may take place in school holidays.
- Plan and build a tour calendar for sport, offering experiences for students both nationally and internationally.
- Develop a selection process that promotes the School as a place of exemplary quality in sport and coaching.
- Be actively involved in and attend meetings and events with such organisations as IGSA committees.
- Manage the facilities for sport and effectively manage their shared usage for all sports.
- Ensure budget compliance for the Sport department including but not limited to the Rowing program.
- Monitor, evaluate and modify specific sports within the program and evaluate their success.
- Coach training sessions where required.
- Ensure compliance with Educational Services (Schools) General Staff Award, Independent Schools NSW (Professional and Operational Staff) Cooperative Multi-Enterprise Agreement 2025 and National Employment Standards when rostering and managing coaches and staff.
- Perform such other duties as the Principal may from time to time direct.

Key Competencies

- Vision and the ability to translate this into practical programs.
- Strategic thinking and problem solving.
- Advanced management and leadership skills.
- Accredited with NESA to teach (desirable)
- Experience in coaching, knowledge of and management of multiple sports.
- Strong understanding of the physical, mental and emotional development of young people.
- Sophisticated and fluent communication ability, computer and administration skills of a high order.
- Capacity to imagine, produce and develop structured detailed plans and reports.
- Ability to work both collaboratively and independently and to identify, pursue and develop new opportunities.

- Experience with Clipboard or similar Extracurricular Management System
- Possess an understanding of the Educational Services (Schools) General Staff Award and Independent Schools NSW (Professional and Operational Staff) Cooperative Multi-Enterprise Agreement 2025.

Personal Attributes

- Strong commitment to the development of physical activity in girls, and a view of sport as an avenue to increased physical activity.
- A sensitive, diplomatic, firm and confident approach in dealing with all stakeholders in Queenwood sport.
- Excellent communication skills and the ability to respond flexibly, calmly and authoritatively in unplanned and complex situations.
- High level organisational, planning skills and attention to detail.
- Outstanding work ethic.
- Initiative, perseverance, reliability and responsibility.
- Ability and willingness to evaluate and critically reflect upon own professional practice.
- Ability and willingness to contribute positively to the wider life of the School and local community.

Work, Health and Safety

The School is committed to providing a healthy and safe workplace for everyone. All staff have a responsibility to take reasonable care for their own safety and that of everyone else at school or involved in school activities. As such, you must comply with reasonable Workplace Health and Safety instructions, policies and procedures, including the provision of care to students within the scope of your role. You will also participate in school safety, such as by completing risk assessments, addressing hazards and reporting safety incidents.

Concluding Remarks

This position description gives an indication of the scope and nature of work that an employee at this level may be expected to perform. However, the statement does not restrict the employer's right to require the employee to perform any task that is within the employee's competency and skill that is reasonable incidental to or associated with the position held.

Statement of Commitment to Child Safety and Wellbeing

Queenwood is dedicated to creating a safe and child-friendly environment for all children and young people in our care. We emphasise a zero-tolerance policy for child abuse and harm, prioritising the best interests of students and their safety. The School is fully committed to complying with child protection laws and regulations, and we aim to foster a child-safe culture. Every member of the school community is responsible for ensuring the wellbeing and safety of all students, with a focus on keeping students' safety paramount in all their actions and decisions.

Please note that as part of our recruitment process, all prospective candidates are subject to rigorous background, qualification and employment checks, including the verification of references.

Applications

Please email applications and/or send enquiries to: employment@queenwood.nsw.edu.au

Applications should include:

- Your WWC & NESA number
- Resume & cover letter addressing the criteria / position requirements
- Queenwood Teaching Staff Application Form: [Teaching Staff Application Form](#)
- Your email address
- Names and phone numbers of three confidential referees

The successful applicant must be legally permitted to work in Australia and hold a valid working with children clearance in NSW.

Applications will close 9am, Monday 15 June 2026. Please note that interviews may be scheduled at any time during the recruitment process. Queenwood reserves the right to close applications and/or withdraw the advertisement at any stage should a suitable candidate be identified.