

# Thames High School

## Te Kura Tuarua o te Kauaeranga



### Role Description: Rangatahi Kaha – Activities Coordinator

<b>Position Title</b>	<b>Rangatahi Kaha – Activities Coordinator</b>
<b>Responsible To</b>	TIC Sport
<b>Responsible For</b>	THS Rangatahi Kaha Activities Programme
<b>Functional Relationships with:</b>	Sports Co-ordinator, Rangatahi Kaha Facilitator, Community Sports Organisations, Sport Waikato – Active As Facilitator, Parents and wider school community
<b>Hours / days employed:</b>	10 hours, 5 days per week (2 hours per day)
<b>Functional Delegations (Limits to Authority):</b>	n/a
<b>Terms and Conditions:</b>	The conditions of employment (including remuneration) are as stated in the Support Staff in Schools Collective Agreement (SSSCA); typically Grade B, dependent on experience.

#### The primary objectives of the position are:

- To coordinate and oversee the Rangatahi Kaha programme.
- To ensure all activities are fun, appropriate, and relevant to THS students.
- To provide EOTC documentation, as necessary.

Effectively provide highly skilled:

- 1) Administration
- 2) Communication
- 3) Human and Physical Resource Management / Marketing and promotion
- 4) Public Relations
- 5) Community Involvement
- 6) General Expectations (for all staff)

#### The position requires:

- The appointee to perform a range of tasks.
- A wide range of skills, knowledge, and experience, involving the administration of systems already in place within the sports department.



Key Responsibilities	Key Tasks / Expectations
<b>Administration &amp; EOTC</b> <i>(Education Outside the Classroom)</i>	<ul style="list-style-type: none"> <li>Attend regular sport staff meetings.</li> <li>Complete letters, permission slips &amp; out of class forms, as necessary.</li> <li>Arrange transport bookings.</li> <li>Purchase equipment when requested.</li> <li>Prepare and work with the budget.</li> <li>Produce and submit- reports to the Waikato Active As committee and TIC Sport, when required.</li> <li>Follow Te Kura Tuarua o Te Kauaeranga / Thames High School EOTC guidelines.</li> <li>Complete EOTC procedures, as necessary.</li> <li>Complete RAMS &amp; RISK analysis.</li> <li>Attain outside provider agreements, as necessary.</li> <li>Communicate with whānau regarding consents needed for activities.</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>Promote details of programme for staff and students.</li> <li>Review communications and update, as needed.</li> <li>Maintain current records of all exceptional performances for individual students in all activities.</li> <li>Promote Rangatahi Kaha with communications manager.</li> </ul>
<ul style="list-style-type: none"> <li><b>Coordinate and oversee the Rangatahi Kaha programme.</b></li> <li><b>Ensure all activities are fun, appropriate and relevant to Te Kura Tuarua o Te Kauaeranga / Thames High School students.</b></li> </ul>	<ul style="list-style-type: none"> <li>Support and work with Rangatahi Kaha Facilitator to set timeline of activities.</li> <li>Source appropriate equipment for activities.</li> <li>Support the Rangatahi Kaha Facilitator to issue and return lunchtime sports gear.</li> <li>Work with Te Kura Tuarua o Te Kauaeranga / Thames High School staff to support the Active As hour activities.</li> <li>Survey students for feedback of activities.</li> <li>Provide a variety of activities of differing physical activity levels.</li> </ul>
<b>Public Relations</b>	<ul style="list-style-type: none"> <li>Te Kura Tuarua o Te Kauaeranga / Thames High School will be promoted positively through the Rangatahi Kaha programme.</li> <li>Information and certificates are passed on to relevant staff for distribution in assemblies (e.g. Deputy principal, Kaiāwhina, etc).</li> <li>Parent and other members of the community are kept well informed.</li> </ul>
<b>Community Involvement</b>	<ul style="list-style-type: none"> <li>Community involvement.</li> <li>Taiohi / students who are unable to be catered for within school sport are offered opportunities within the local community.</li> <li>Gym bookings are monitored and controlled as per set bookings.</li> <li>Facilitate 'thank you' letters for school sport volunteers.</li> </ul>
<b>General expectations (for all staff)</b> <ul style="list-style-type: none"> <li>Adhere to the expectations of all staff at Thames High School / Te Kura Tuarua o Te Kauaeranga</li> </ul>	<ul style="list-style-type: none"> <li>High standards of professional behaviour are always displayed when representing Thames High School.</li> <li>Positive professional relationships are maintained with all staff members at Te Kura Tuarua o Te Kauaeranga / Thames High School.</li> <li>The goals and policies of Thames High School are followed and well supported.</li> <li>Confidentiality is respected and maintained at all times.</li> <li>Other duties as requested by the Principal and Business Manager are undertaken.</li> <li>Support the Vision, Mission, and Values of Thames High School / Te Kura Tuarua o Te Kauaeranga and adhere to its Procedures and Policies.</li> <li>Behave in a professional manner, and in accordance with the Staff Code of Conduct, maintaining positive relationships and sharing responsibility for the health and safety of all members of the community.</li> <li>Work and conduct are culturally responsive, and we maintain a focus on appropriate tikanga and developing our Te Reo Māori, e.g., correct pronunciation, greetings, written communications.</li> <li>Maintain a focus of professional development for self and others as appropriate, including the completion of appraisal.</li> <li>High standards of professional behaviour and presentation are always displayed when representing the school.</li> <li>Confidentiality is always respected and maintained.</li> <li>Maintain a high level of effective communication with all stakeholders.</li> </ul>

