

Thames High School

Te Kura Tuarua o te Kauaeranga



Role Description: Rangatahi Kaha – Activities Facilitator

Position Title	Rangatahi Kaha – Activities Facilitator
Responsible To	TIC Sport / Rangatahi Kaha Coordinator
Responsible For	THS Rangatahi Kaha Breaktime Activities
Functional Relationships with:	Sports Coordinator, Rangatahi Kaha Facilitator, Community Sports Organisations, Sport Waikato – Active As Facilitator, Parents and wider school community
Hours / days employed:	14 hours, 5 days per week 2 hours per day over lunch break time 4 hours per week before or after school
Functional Delegations (Limits to Authority):	n/a
Terms and Conditions:	The conditions of employment (including remuneration) are as stated in the Secondary School Teachers' Collective Agreement (SSSCA)

The primary objectives of the position are:

- The Rangatahi Kaha Activities Facilitator works with the Rangatahi Kaha Activities Coordinator to ensure the Active As programme and associated activities are effectively delivered.
- To coordinate lunchtime, before and after school activities.
- To ensure all activities are fun, appropriate and relevant to Thames High School students.
- Support the Rangatahi Kaha Activities Coordinator with the Rangatahi Kaha Hub.

Effectively provide highly skilled:

- 1) Administration
- 2) Communication
- 3) Public Relations
- 4) Community Involvement

The position requires:

- A love of sport and physical activity.
- Working well with youth in encouraging participation.
- 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 Responsibilities	Key Tasks / Expectations
Coordinate lunchtime, before and after school activities.	<ul style="list-style-type: none"> Set a timetabled break time activity calendar. Liaise with Rangatahi Kaha Activities Coordinator to promote activities. Source appropriate equipment for activities. Manage the issuing and return of break time sports gear. Work alongside and support supervision of Te Kura Tuarua o Te Kauaeranga / Thames High School staff involved.
Ensure all activities are fun, appropriate and relevant to Te Kura Tuarua o Te Kauaeranga / Thames High School students.	<ul style="list-style-type: none"> Survey students for feedback of activities. Provide a variety of activities of differing physical activity levels. Provide a set timetable for 'non-sporty' students to participate. Modify activities to suit needs of all students. Provide wet weather options for activities. Maintain Rangatahi Kaha Hub as a fun, friendly area for all.
Ensure the Active As programme and associated activities are effectively delivered.	<ul style="list-style-type: none"> Liaise with the Rangatahi Kaha Activities Coordinator to ensure there are weekly updates of timetabled activities. Provide a list of equipment required in advance.
Administration	<ul style="list-style-type: none"> Attend regular sport staff meetings. Equipment repairs and maintenance, as requested. Prepare and work with the budget. Provide details for reporting, as required.
Communications	<ul style="list-style-type: none"> Communicate effectively with Rangatahi Kaha Facilities Coordinator and other stakeholders.
Public Relations	<ul style="list-style-type: none"> Ensuring that Te Kura Tuarua o Te Kauaeranga / Thames High School is promoted positively through the Rangatahi Kaha programme. Parent and members of the community are kept well informed through the Rangatahi Kaha Facilities Coordinator.
Community Involvement	<ul style="list-style-type: none"> Create community connections. Utilise community facilities.
General expectations (for all staff) <ul style="list-style-type: none"> Adhere to the expectations of all staff at Thames High School / Te Kura Tuarua o Te Kauaeranga 	<ul style="list-style-type: none"> High standards of professional behaviour are always displayed when representing Thames High School. Positive professional relationships are maintained with all staff members at Te Kura Tuarua o Te Kauaeranga / Thames High School. The goals and policies of Thames High School are followed and well supported. Confidentiality is respected and maintained at all times. Other duties as requested by the Principal and Business Manager are undertaken. Support the Vision, Mission, and Values of Thames High School / Te Kura Tuarua o Te Kauaeranga and adhere to its Procedures and Policies. 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. 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. Maintain a focus of professional development for self and others as appropriate, including the completion of appraisal. High standards of professional behaviour and presentation are always displayed when representing the school. Confidentiality is always respected and maintained. Maintain a high level of effective communication with all stakeholders.

