

Role Description



Sports Coach

DEPARTMENT/FACULTY	Co-Curriculum
REPORTS TO	Principal via Program Coordinator / Head of Co-Curriculum
LOCATION	Senior Campus / Regis Campus
TYPE OF EMPLOYMENT	The position of a Sports Coach is a casual position, and the successful applicant will be required to work as rostered, Monday to Saturday during the appropriate season.
INDUSTRIAL INSTRUMENT	Independent Schools NSW (Professional & Operational Staff) Cooperative Multi-Enterprise Agreement 2025
CLASSIFICATION/GRADE/BAND	Instructional Services Grade 4

ROLE PURPOSE

A Sports Coach is a member of the sporting programme within specific sports which is inspired at all times by the highest Ignatian ideals.

Working closely with an assigned Sport Program Coordinator, the Coach is the central person responsible for overseeing skill development of all students within their team. The Coach will deliver a sequential and appropriate pathway for students to ensure overall sporting improvement and team success. The Coach will understand and support all aspects of the College philosophy, pastoral care and general student management processes.

ROLE RESPONSIBILITIES

Leadership, Vision, Excellence

- Oversee and monitor the coaching of a team and plan and carry out a program of sport coaching as outlined by the relevant Program Coordinator.
- To administer best practice of coaching in collaboration with colleagues in the sport, towards the achievement of the vision and goals of the Riverview Model of Excellence and Personal Development – the '*cura personalis*', the *Saint Ignatius' College Sports Staff Code of Practice* and the *Great Public Schools (GPS) Code of Behaviour in Sport* at all times.
- To encourage a climate of excellence in student development and performance through the establishment of effective collaborative relationships with parents and with those responsible for the boys' through the relevant Program Coordinator.
- All Co-curricular Staff are required to undertake and complete compliance training courses in Child Safeguarding, Concussion Management and Health & Safety on appointment and on an ongoing basis as designated by the College.

Coaching

- In collaboration with the Sportsmaster and individual Sport Program Co-ordinator, organise and deliver a coaching programme for the nominated sport team to achieve short- and long-term outcomes.
- Provide input and advice in the selection of teams as required.
- Ensure the delivery of high-quality training sessions and match day coaching under the guidance of the assigned Sport Program Co-ordinator.
- Facilitate inclusive and age-appropriate knowledge and skill development for the students to achieve performance and participation outcomes.
- Ensure fair, equitable and socially just coaching practices are applied.

- Provide appropriate warm-up and cool-down routines, practice and training for students to minimise injury risks and to provide a safe programme.
- Assist in the planning and preparation of the team for competition ensuring students are advised of game requirements in a timely manner.
- Act as the point of contact for all students, parents and other staff regarding the specifically assigned activity and related matters.
- Work collaboratively with the Sportsmaster and assigned Sport Program Co-ordinator to encourage a positive experience outside the classroom.
- Work shifts as agreed and if unable to make a shift for any reason, provide 24 hours' notice to the assigned Sport Program Co-ordinator.
- Attendance at all training sessions and matches.

Students

- To liaise with other coaches to ensure each boy in the Sport receives equal and fair opportunity to participate, develop and represent the College.
- Assist in the identification and development of athletes and make recommendations to the Program Coordinator on team structure.
- Ensure students' sporting experience is of a high quality and in line with Saint Ignatius' College's sporting philosophy
- Development and appraisal of student performance and engagement including providing feedback.

Team management and administration

- Promote a positive and collegial environment.
- Communicate effectively with coaches, players, officials and parents.
- Ensure strong communication of sporting strategies to maintain consistency across the different sport team levels.
- Ensuring the strategic direction for their designated sport is being followed and improved.
- Ensuring communication of and adherence to team selection policies across all age levels and teams.
- Maintenance of student attendance records at training sessions and at games through the use of the Riverview Sport Database.
- Maintenance and preparation of sport performance data, match reports, injury reports, and end of season reports through the use of the Riverview Co-curriculum database App.
- Communicating with the Sportsmaster for relevant Award nominations.
- Maintenance and submission of weekly timesheets in accordance with SPC and/or Sportsmaster instructions.
- To attend specific sport inductions, coach meetings, and any relevant professional development sessions run by the College.
- Support and manage the College's uniform policy for students within the sport specific programme.
- Wear the appropriate coaching uniform and footwear at all times.
- Obtain relevant coaching qualifications as requested by the College.

SELECTION CRITERIA

- Well-developed communication and interpersonal skills with an emphasis on building and maintaining quality relationships with all members of the College's community
- Ability to work collaboratively in a team environment
- Ability to demonstrate leadership of team coaching initiatives
- Demonstrate exceptional time management skills and the ability to meet deadlines
- Demonstrate strong communications skills, verbal and written
- Understanding of GPS and/or CAS Sports
- Level 1 coaching accreditation in relevant sport
- First and CPR certificate essential
- Flexibility and the ability to adapt and operate effectively in a demanding and changing environment
- Understanding of mentoring, supporting and encouraging players
- High level playing experience

THE COLLEGE

Saint Ignatius' College Riverview was established in 1880 as a Catholic school for boys in the Jesuit tradition. Located within Cammeragal Country, on Sydney's lower north shore, Riverview is a leading independent Catholic school, which delivers a holistic education to both day and boarding students from Years 5 to 12.

Saint Ignatius' College aims to transform communities by empowering students and teachers to strive for excellence in all pursuits, underpinned by a deepening experience of faith in action.

Saint Ignatius' College Riverview acknowledges the Cammeragal people who are the Traditional Custodians of the land upon which we are privileged to live, learn and teach. We pay our respects to Elders, past and present, and extend that respect to all First Nations people.

As a member of the College Community, you will endeavour to:

- Contribute to the building of positive relationships within the College community.
- Assist in developing effective communication links within the College community.
- Act with professionalism and respect in all activities and duties for the College.
- Contribute to the welcoming atmosphere to those who visit or contact the College.
- Maintain confidentiality in respect of all information relating to the College.
- Support initiatives to grow Christian values and the Jesuit tradition within the College community.
- Give personal witness to Christian values in carrying out daily duties.
- Get involved in the general life of the school and support it formally and informally within and beyond the school.

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Saint Ignatius' College Riverview takes child protection seriously, and as an employee of the College, you are required to meet the behaviour standards outlined in our Safeguarding code of conduct. You will receive a copy of these guidelines/ College's Code of Conduct as part of your induction. You can also access a copy of these guidelines on the College website.

Therefore, as a part of your duties and responsibilities, you are also required to:

- Provide a welcoming and safe environment for children and young people
- Promote the safety and wellbeing of children and young people to whom we provide services
- Ensure that your interactions with children and young people are positive and safe
- Provide adequate care and supervision of children and young people in your charge
- Act as a positive role model for children and young people
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- Participate in Child Protection training and education as appropriate
- Maintain valid 'working with children' documentation
- Undergo periodic 'national criminal history record' checks
- Report to management any criminal charges or convictions you receive during your employment that may indicate a possible risk to children and young people.

WORK HEALTH AND SAFETY (WHS)

Actively support and contribute to the maintenance and development of a safe working environment by:

- Identifying and reporting incidents/hazards/injuries (and reacting appropriately to potential hazards).
- Participating in WHS training and education as appropriate.
- Engaging with College policies and procedures around WHS.
- Work safely and report any hazards in accordance with College procedures.
- Monitor and take full care of the health and safety of others.