



*Presbyterian Ladies' College*  
MELBOURNE



## Position Description

<b>Position:</b>	<b>Gymnastics Coordinator</b>
<b>Position Status:</b>	Part-time (0.6 FTE with scope to expand as the program grows), fixed-term
<b>Classification:</b>	Level 6.1 In accordance with the Presbyterian Ladies' College General Staff Agreement 2022-2024
<b>Reports to:</b>	Head of Senior School. All positions in the College ultimately report to the Principal.

## Presbyterian Ladies' College

Established in 1875, Presbyterian Ladies' College (PLC) is a leading Christian independent school for girls from Kindergarten to Year 12, with onsite boarding available from Year 7.

The campus is situated in the east of Melbourne on a 16-hectare site, creating a unique environment of a school in a park.

Our core values, underpinned by our Christian Ethos, are Integrity, Empathy, Courage, Delight and Service, and these provide an enduring foundation for dynamic learning.

The College Mission is an outstanding education within a Christian context that:

- prioritises care
- promotes holistic development and growth
- personalises learning
- provides enriching opportunities
- perpetuates principled living and a service ethic
- prepares students for their time as scholars, thinkers, citizens, advocates, and leaders

Our consistently impressive academic results reflect the high-quality teaching, dedication of the students and visionary leadership for which the College has long been renowned.

We value and nurture the individual strengths and passions of the students. The personal development of our students is our priority with extensive age-appropriate care and wellbeing programs. Asian and European language studies are part of the curriculum from Prep to Year 12 with many students continuing foreign language study through either the Victorian Certificate of Education or the International Baccalaureate pathway.

The students' talents and interests are nurtured within a rich curriculum program, as well as through extensive co-curricular offerings.

Our ultimate goal is to develop girls who are fully prepared and will flourish in their life and work well beyond school as they contribute in meaningful ways to their community as scholars, thinkers, citizens, advocates and leaders.



## Context of the Role

PLC's extensive range of co-curricular programs provides our students with diverse opportunities to explore their talents, discover new passions, expand friendship circles, and achieve a balance between academic endeavour and personal growth.

The Gymnastics Coordinator is a senior appointment within the school's Sports Department, with overarching responsibility for the vision, development, start-up, delivery, and advancement of the PLC gymnastics program.

The position plays an integral role in promoting the school's philosophy of holistic education through the development of students' physical competence, discipline, resilience, and confidence.

## Position Overview

The Gymnastics Coordinator will oversee the design, coordination, and evaluation of both the internal school and external community gymnastics programs, ensuring they are aligned with the school's values, strategic priorities, and commitment to excellence.

The role will provide strategic leadership and operational management for all gymnastics activities across the school, encompassing program planning, staff supervision, competition preparation, risk management, and community engagement.

It is expected that in all dealings with the school community, including staff, parents, students, suppliers and members of Council, the Gymnastics Coordinator presents a highly professional, friendly, and responsive attitude.

## Key Responsibilities:

Examples of duties include, but are not limited to:

### Leadership

- lead the strategic development and implementation of the school's gymnastics activities and external community program (PLC Gymnastics Club)
- design, oversee, and evaluate training programs for students across all year levels and abilities
- recruit, manage, mentor, roster, and appraise gymnastics coaching staff to ensure high-quality teaching and performance outcomes
- monitor student participation and achievement, providing feedback and guidance to encourage personal growth and sporting excellence
- manage permits, subscriptions, and affiliation licenses as required by Gymnastics Victoria and Gymnastics Australia
- ensure the highest standards of safety, risk management, and compliance with child protection legislation
- manage the scheduling and allocation of gymnastics facilities, ensuring effective utilisation and maintenance of equipment
- establish positive relationships with students, families, staff, and external sporting organisations to enhance program engagement and reputation
- provide expertise and guidance to Physical Education teachers
- oversee the development of high performance pathway programs including the preparation and coordination of teams for internal and interschool competitions, in alignment with Gymnastics Australia regulations
- manage the gymnastics budget, expenditure and reconciliation of Gymnastics Fees
- manage enrolments and billing for the Gymnastics Club
- support the welfare of all students involved in the gymnastics program
- organise and attend parent information evenings



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- attend parent gymnastics meetings
- monitor student behaviour during training and ensure correct uniform is worn
- communicate with parents and keep them informed of training schedules, events, and related updates
- actively contribute to a broad range of College activities and attend after hours commitments, as required

#### **Other Duties**

- as directed by the Head of Senior School
- maintain up-to-date understanding and support of the College's commitments to Child Safety, Health & Safety, and Policy & Compliance

#### **Key Relationships:**

- Head of Senior School
- Director of Sport
- Sport and Physical Education Coordinator, Junior School
- Head of Health and Physical Education
- Physical Education teaching staff
- Gymnastics coaches
- Sports support staff and volunteers
- PLC students and parents
- Club students and parents
- External sporting bodies, competition organisers, and community partners
- Contractors and maintenance staff

#### **Mandatory Qualifications / Registrations / Certifications:**

- Advanced Coach Gymnastics Accreditation, essential
- Advanced Silver Gymnastics Accreditation, desirable
- current Employee Working With Children Check (WWCC), essential
- current certification, or willingness to obtain certification, through PLC-run programs:
  - Provide First Aid (HLTAID011) and CPR (HLTAID009) certificates
  - Asthma First Aid certificate
  - Anaphylaxis Management certificate
  - MARAMS - Protecting Children - Mandatory Reporting and Other Legal Obligations for Non-Government Schools (or equivalent)

**Please note:** Staff are required to maintain current certification and compliance training as required

#### **Knowledge, Skills and Experience:**

- experience in establishing and starting up a new gymnastics program in either a school or club-based setting (preferable)
- demonstrated expertise in gymnastics coaching and program leadership, including the preparation of competitive or high-performance pathway athletes
- proven ability to lead, mentor, and manage a team of staff within a school or sporting environment
- strong organisational skills, with experience in timetabling, facility management, and budget oversight
- comprehensive understanding of health, safety, and risk management protocols in an educational and sporting context
- excellent communication and interpersonal skills, with the capacity to engage and influence a diverse range of stakeholders, displaying sensitivity and discretion
- ability to uphold the highest standards of safety and wellbeing
- strong ICT skills, including Microsoft Office and managing information databases



#### **Key Attributes:**

- a passion for the advancement of gymnastics and the development of young people through sport
- high levels of integrity, discretion, and professionalism
- commitment to ongoing professional learning and improvement of programs
- ability to work effectively under pressure while maintaining a solutions-focused approach
- a positive, trusted, and respected role model for students and staff
- enthusiasm and the ability to motivate and engage students
- capacity to inspire and develop both students and staff
- actively contribute to the school's culture of learning, achievement and care
- act as a role model for professionalism, uphold the highest standards of safety and wellbeing
- ability to work collaboratively as part of a team
- proven reliability and dependability
- calm under pressure
- a commitment to ongoing professional learning and growth in skills
- willingness to uphold the ethos and values of the school at all times

**All appointments of General Staff are subject to a satisfactory National Police Check, at the expense of the employer.**

**Mrs Cheryl Penberthy**  
Principal

September 2025

*The purpose of this position description is to provide a general overview of the key responsibilities of the position and is not intended to represent the entirety of the position nor is it intended to be all-inclusive*