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PENLEIGH AND ESSENDON GRAMMAR SCHOOL

## **POSITION DESCRIPTION**

**POSITION:** Firsts Girls Hockey Coach

**REPORTS TO:** Director of Sport

**LOCATION:** Keilor East Campus

## **PURPOSE**

The Firsts Girls Hockey Coach will ensure the smooth running of the girls' Firsts Hockey team, assisting in providing a high-quality Hockey programme at the school.

## **SCHOOL OVERVIEW**

Penleigh and Essendon Grammar School is a school for boys and girls from Kindergarten to Year Twelve. The school operates on three campuses with a student population of over 3,000. The Kindergartens and Junior School (boys) are located in Essendon, the Junior School (girls) in Moonee Ponds and Gottlieb House Middle School (boys), McNab House Middle School (girls) and the Larkin Centre (coeducational Senior School) are located in Keilor East.

The school has an excellent record for the academic achievement of its students in all areas. The curriculum is designed to challenge students intellectually, to develop their knowledge within particular disciplines and to gain an appreciation of contemporary society and its history. The academic programme is complemented by a diverse co-curricular program of Drama, Dance, Music and Sport.

The school actively promotes the safety, wellbeing and participation of all students, including supporting children from culturally diverse backgrounds and those with learning diversity and inclusion needs and encourages every student to thrive in the classroom and beyond.

## **SCHOOL VALUES: REACH**

*RESPECT:* We acknowledge the dignity and intrinsic worth of individuals and our world. We demonstrate fairness, kindness, and an awareness of diverse perspectives, recognizing the impact of our actions on others.

*EXCELLENCE:* In education and all that we do, we pursue the highest standards with focus and a commitment to continuous growth. We embrace challenges, learn from mistakes, and cultivate a culture of mastery and exceptional outcomes.

*ACCOUNTABILITY:* We act with integrity and take responsibility for ourselves, others, and the world around us. We demonstrate honesty, reliability, and ethical behavior in all we do.

*CURIOSITY:* We learn and grow through questioning, exploring, and deepening understanding, simulating wonder and innovation. We value intellectual engagement and lifeline learning.

*HEART:* We show kindness, courage, and empathy in our actions and relationships. We stand for what is right, support others, and build meaningful connections based on trust and compassion.

## **POSITION CONTEXT**

The coach is at all times responsible to the Director of Sport, the Deputy Principal and the Principal for duties relating to effective program delivery and the performance of other duties. The incumbent is expected to support the school's aims, policies and procedures and the philosophy of an independent school associated with the Uniting Church.

## **POSITION GUIDELINES**

The Hockey Coach will:

- Select the Firsts Girls Hockey team
- Run pre-season training and organize pre-season practice matches
- Run team training sessions at least twice a week and attend weeknight and weekend games;
- Provide appropriate feedback for players
- Assist with the grading and development of under-age players;
- Attend a pre-season trip or camp, as requested in consultation with the Director of Sport
- Attend meetings regarding Hockey
- Attend and coach at any additional competitions the school qualifies for
- Run clinics for other Hockey coaches, as requested to help to improve staff knowledge and skills
- Liaise effectively with staff students and parents in regards to the Hockey programme;
- Complete Hockey awards
- Attend awards dinners
- Participate in or run under age Hockey clinics
- Scout for prospective players and identify potential students to be considered for General Excellence Awards.

## **WORKLOAD**

Hours of work will vary significantly across the school year, in line with the programme and competition times. It is expected that peak hours will be required in Terms 2 and 3 with minimal work required during Terms 1 and 4. During the season there is typically training sessions per week and Saturday and weeknight competitions, but this may vary. Some additional hours of work are required for selections, meetings and feedback sessions, scouting, specialist coaching clinics and trips.

It is estimated there will be approximately 140 hours of work from February to August, with

breaks during school holidays.

### **SELECTION CRITERIA**

- Hockey playing and coaching experience
- A formal coaching qualification would be of benefit
- Effective organizational and administrative skills
- Ability to liaise effectively with others (ie. staff, students, coaches)
- Good time management skills
- A commitment to child safety, demonstrating an understanding of appropriate behaviours when engaging with children with diverse needs and backgrounds
- A valid Working With Children Check

### **CONDITIONS**

- Educational Services (General Staff) Award 2020
- This position is offered as a fixed term position from February to August.

### **CONCLUDING REMARKS**

The position description should not be seen as limiting and is open to review, by negotiation, by either party.