



## Position Description

<b>Position:</b>	<b>Sports Coach</b>
<b>Position Status:</b>	Casual
<b>Classification:</b>	Level 4, in accordance with The Educational Services (Schools) General Staff Award 2020
<b>Reports to:</b>	Director of Sport. 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.



## Position Overview

Sports Coaches are responsible for helping to create and maintain a successful sport program that is strategic, engaging, challenging, and inclusive across all year level groups and abilities. Coaches are responsible for coaching as directed by the Head Coach or Director of Sport.

## Key Responsibilities:

Examples of duties include but are not limited to:

- be aware of and adhere to all risk management procedures with the safety of students at the forefront
- be aware of and adhere to the College's sporting philosophy and expectations
- promote PLC sport culture
- encourage and support student commitment to sport
- be prepared to undertake professional development at the recommendation of the Head Coach or Director of Sport
- ensure you are aware of and know how to manage any specific medical conditions that you may come across
- ensure you are aware of all emergency procedures
- ensure you are dressed in accordance with College dress code
- ensure students follow all uniform rules and follow up with any non-compliance

## Specific Duties:

- attend the pre-season staff training and induction session
- assist the Head Coach in providing and ensuring a positive learning environment for all students enrolled in the sport
- coach as directed by the Head Coach or Director of Sport
- be involved with the trial/selection process for teams
- be prepared for each session with an appropriate coaching plan
- start each session promptly with all equipment ready
- at the conclusion of sessions ensure all equipment is returned and stored neatly
- report any hazards or concerns with equipment to the Head Coach or Director of Sport
- liaise with other coaches to ensure all Wyse pages and forms of communication are up to date
- communicate with the team regarding leave times, buses, and other information
- ensure rolls for the team are accurately taken at all sessions in the folders and the drive
- produce a match report after each match
- complete sports awards rubrics by the due date
- work with the Director of Sport/Teacher in Charge/Head Coach to ensure fair allocation of sports awards for their team
- manage discipline of students and deal with conduct issues supported by the Director of Sport/Teacher in Charge/Head Coach
- ensure court/field/pitch/area is set up according to risk management procedures and organised with benches, scoresheets, and appropriate equipment

## Other Duties:

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



### Key Relationships:

- Sports Department Staff and Students

### Mandatory Qualifications / Registrations / Certifications:

- current Level 1 coaching accreditation
- current Employee Working With Children Check (WWCC)
- current 'Provide First Aid' Certificate (HLTAID011)
- current CPR qualification (HLTAID009)
- current certification, or willingness to obtain certification, through PLC-run programs:
  - 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:

- a strong coaching background
- the ability to stay abreast of current and developing trends in school sports (i.e. new training techniques and technologies)
- good organisational and ICT skills and strong attention to detail

### Knowledge, Skills and Key Attributes:

- enthusiasm and the ability to motivate and engage students
- a positive, trusted, and respected role model
- excellent interpersonal and communication skills with coaches, students, and parents/guardians
- ability to work as part of a team
- ability to work independently and collaboratively as required
- calm under pressure
- possesses a strong work ethic
- clear communication skills, displaying sensitivity and discretion
- positive and proactive approach to students, peers, parents/guardians, and members of the wider community
- ability to adapt and operate effectively in a challenging and changing environment
- a commitment to ongoing professional learning and growth in skills

### Workplace Health and Safety

PLC is committed to fostering a safe, healthy and respectful environment for all members of the College community. All staff share responsibility for contributing to a positive workplace culture by complying with the College's OHS policies, procedures and practices, taking reasonable care for their own health and safety and that of others, and supporting an environment where wellbeing, safety and respect are valued and prioritised.



## Child Protection

PLC is committed to being a Child Safe organisation where the safety, wellbeing and best interests of children and young people are at the centre of all we do. All staff share responsibility for creating and maintaining a child safe culture by complying with applicable child protection legislation and the College's Child Safe policies, procedures and practices. This includes actively supporting student wellbeing, promoting inclusion, respect and empowerment, taking action to keep children and young people safe from harm, and raising any concerns regarding child safety. The College has zero tolerance for child abuse.

**Dr Emma Burgess**  
Principal

January 2026

*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*