



St Catherine's School

POSITION DESCRIPTION SPORTS COACHING ASSISTANT

Department	Sport	Reports to	Head of Sport
School Charter	As a leading girls' school in Australia, St Catherine's is committed to nurturing and empowering independent and globally responsive young women, enabling them to approach all their endeavours with confidence, wisdom, and integrity.		
Our Vision and Values	School Values: Integrity, Curiosity, Perseverance, Empathy, Gratitude 'A St Catherine's student approaches her dealings with all others with absolute and unwavering integrity . She approaches both her work and the world around her with a sense of curiosity . She will always persevere , even when the path ahead seems challenging. She displays genuine empathy and gratitude at all times.'		
School Motto	<i>Nil magnum nisi bonum</i> - Nothing is great unless it is good.		

SPECIFIC RESPONSIBILITIES

- Ensure safety precautions are met for students participating in the particular Sport.
- Inform the Head of Sport of staffing or other resource requirements in the administration of the Sport.
- Ensure that administration practices used in the management of the Sport meet external and School guidelines.
- Coach students participating in the Sport to improve student performance and knowledge of the particular Sport.
- To inform the Head of Sport of student attendance for Sport related activity.

SPECIFIC TASKS

- Management and coaching of a team as designated.
- Attend frequent meetings with the Head of Sport to feedback any issues pertaining to the administration of the Sport allocated.
- Be familiar with and act in accordance to regulations pertaining to the administration of their Sport in the GSV Handbook.
- Liaise with the Head of Sport (HOS) regarding all matters involving their Sport.
- Plan and lead training sessions as scheduled.
- Organise equipment for training and matches – requisition any new equipment orders through the HOS as necessary.
- Prepare sporting 'kits' for GSV weekly sport – e.g. hockey and netball kits in Term 2 – Monday/Wednesday/Thursday lunchtimes.
- Responsible for 'safety check' of playing areas and equipment. Responsible for checking players' personal safety equipment (eg. Mouthguards, footwear etc.).
- Select teams for competition: copies of team to notice board and also to HOS (to file).
- Nominate/vote for Captains for each team – if Junior/Inter Age Group. Inform HOS.
- Prepare and distribute 'proforma' to parents / students re match schedule etc. and collate replies – if relevant (copy to HOS).
- Arrange replacement of team members due to absence, injury, sickness etc.
- Attend all matches – umpire and officiate as necessary.
- Travel to and from all match venues with teams.
- Order and collect cab vouchers from Head of Sport for matches where the number of girls involved is less than 10 (must inform HOS of requirements in advance).
- Inform Head of Sport of umpiring or other staffing needs as required for your team/s.
- Take mobile phone, medical information, and first aid kits to all matches and attend to first aid as required.
- Complete accident report forms and inform HOS if illness/accident occurs.
- Mark rolls at training and to & from matches.
- Submit team lists to the Head of Sport confirming students who have met attendance requirements for participation in the Sport.
- Become familiar with criteria for awarding of Colours for Senior sporting teams.
- Write a report or relay relevant information for the Principal's newsletter / Pink sheet when there are any outstanding performances, results etc. and at the completion of the Season.
- Ensure that uniform requirements are upheld for all Inter-School sporting competitions.

Child Safety Responsibilities

- Provide students with a Child Safe environment.
- Ensure and promote the safety of children from diverse backgrounds including children from culturally and/or linguistically diverse backgrounds, Aboriginal children, and children with disabilities.
- Be familiar with and comply with the School's Child Safe policy and Child Safe Code of Conduct, and any other policies or procedures relating to child safety.

- Participate in the School's Child Safe training programs as required.
- Raise any child safety concerns with the School's Child Safety Champions.

Key Selection Criteria

- Excellent interpersonal skills and capacity to relate well to the students.
- High level communication skills.
- Excellent capacity to establish a good rapport with students throughout all year levels of the School.
- Ability to work and contribute to a team situation.
- Ability to be proactive and take initiative.
- Highly developed organisational skills.
- Willingness to support the ethos and values of the School.
- Current Working with Children Check.

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of duties attached to this position. The Position Description is subject to review in response to the changing needs of the School and the development of skills and knowledge of the successful incumbent.
