



Role Description

Sports Coach

Department	Co-Curriculum
Reports To	Principal via Program Coordinator/Head of / Director of Co-Curriculum
Location	Senior Campus & Regis Campus
Type of Employment	The position of the Sports Coach is a casual position and the successful applicant will be required to work as rostered, Monday to Saturday during the relevant sports season.
Industrial Instrument	Independent Schools NSW (Professional & Operational Staff) Cooperative Multi-Enterprise Agreement 2025
Classification	Instructional Services Level 4

Saint Ignatius' College Riverview (the College) is a Catholic, Jesuit boarding school for boys from Year 5 to Year 12. Situated on the beautiful Lane Cove River in Sydney NSW, it has an enrolment of over 1600 students. The College is conducted by the Society of Jesus and is part of a worldwide network of Jesuit schools and universities.

Established in 1880, the College is committed to an education for each student that proposes Christ as the model for human life by promoting the spiritual, academic, social, physical and experiential growth of its students.

The educational program at the College is dedicated to the holistic formation of the human person and does so through the pursuit of 'human excellence'. We seek to form, in companionship with parents, young men who are competent, committed, compassionate and with a developed conscience. We seek to form young men who are for and with others.

Role Purpose

The Sports Coach supports the delivery of a high-quality, safe and engaging sporting programme that fosters student participation, skill development, teamwork and personal growth. Inspired by the College's Ignatian values, the Coach plays an important role in creating a positive team environment where students are encouraged to strive for excellence, act with integrity and develop confidence through their sporting experience.

Working closely with the relevant Sport Program Coordinator/Head of Sport, Director of Co-curriculum and the broader Co-Curriculum team, the Coach is responsible for planning and delivering age-appropriate training and match day coaching for their assigned team. The role supports the fair and consistent development of students within the sport, while upholding College expectations in relation to pastoral care, student management, communication, safeguarding, compliance and professional conduct.

Role Responsibilities

Leadership, vision and 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/Head of.



ROLE DESCRIPTION

- 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 Head of Sport and individual Program Coordinator, 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 Program Coordinator and Head of Sport.
- 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 Head of Sport and assigned Program Coordinator/Director of Co-curriculum, 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 Program Coordinator and/or Head of Sport.
- 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 and Head of Sport, 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.



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- 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 Head of Sport and/or Director of Co-curriculum for relevant Award nominations.
- Maintenance and submission of weekly timesheets in accordance with Program Coordinator, Head of Sport and/or Director of Co-curriculum instructions.
- To attend specific sport inductions/orientations, 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.

Success Criteria

- Students experience a safe, inclusive and positive sporting environment where participation, effort, respect and enjoyment are actively promoted.
- Training sessions and match day coaching are well planned, age-appropriate and aligned with the relevant sport programme, supporting skill development, teamwork and continuous improvement.
- Students are coached in a manner that reflects the College's Ignatian values, including fairness, humility, resilience, care for the individual and being for and with others.
- Clear, respectful and timely communication is maintained with students, parents, coaches, officials and College staff, with matters escalated appropriately through the Program Coordinator/Head of Sport/Director of Co-curricular.
- Team selection, student feedback and performance development are managed fairly, consistently and in accordance with College expectations and sport-specific guidelines.
- Attendance records, match reports, injury reports, timesheets and other administrative requirements are completed accurately and within expected timeframes.
- Child safeguarding, concussion management, WHS and all relevant compliance obligations are understood, completed and applied consistently in coaching practice.
- The Coach demonstrates professionalism, reliability and preparedness by attending all required training sessions, matches, inductions, meetings and professional development activities.

Selection Criteria

- Demonstrated experience coaching students or young people in the relevant sport, with the ability to deliver safe, engaging and age-appropriate training sessions and match day coaching.
- Relevant coaching accreditation, or willingness to obtain accreditation as required by the College and/or relevant sporting body.
- Current First Aid and CPR certification, or willingness to obtain prior to commencement.
- Strong understanding of child safeguarding, student wellbeing, concussion management, WHS and safe sporting practices, or willingness to complete required College training.
- Well-developed communication and interpersonal skills, with the ability to build positive and professional relationships with students, parents, coaches, officials and College staff.



ROLE DESCRIPTION

- Ability to work collaboratively with the Program Coordinator, Head of Sport, Director of Co-Curriculum and other coaches to support consistent programme delivery.
- Sound organisational and time management skills, including the ability to maintain accurate attendance records, reports, timesheets and other administrative requirements.
- Demonstrated understanding of fair, inclusive and development-focused coaching practices, including team selection, student feedback and player development.
- Flexibility, reliability and preparedness to work rostered training sessions and Saturday fixtures during the relevant sports season.
- Commitment to supporting the Catholic and Jesuit ethos of Saint Ignatius' College Riverview and contributing positively to the broader life of the College.

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 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 Child Safeguarding policy and Code of Conduct. You will receive a copy of these documents as part of your onboarding. 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



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- 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.