



**GENAZZANO**  
FCJ COLLEGE

**POSITION DESCRIPTION**

**Title:** Casual Sports Coach  
**Reports to:** Principal, through the Director of Sport  
**Date:** October 2021

Genazzano FCJ College is a high performing Catholic day and boarding school beginning with the Early Learning Centre (co-educational 3 and 4-year-old kindergarten) and girls only education from Preparatory to Year 12.

Reflecting the ideals and values of FCJ education, Genazzano FCJ College aims to promote the spiritual, moral and academic formation of its students. The Vision and Mission Statement describes the Genazzano graduate as a young woman with a passion for life, a love of learning and the courage and confidence to serve others. It also identifies an excellent academic program, a quality religious education program, an intensive co-curriculum and an active engagement with issues of social justice as the means by which this vision can be achieved.

**EXPECTATIONS OF STAFF IN A CHILD SAFE SCHOOL**

Genazzano FCJ College is committed to creating and maintaining a child safe environment in which all students, including Aboriginal children and students with a disability, feel safe and are safe. Our College actively promotes the safety and wellbeing of all students and all staff members are committed to protecting students from abuse or harm in the College environment, in accordance with their legal obligations including child safe standards. A condition of employment is that staff are deemed to be persons suitable to work with children. Genazzano FCJ College has a *Child Safe Policy and a Child Safety Code of Conduct*. All staff members of the school are subject to and expected to comply with the *Child Safe Policy* and the *Child Safety Code of Conduct*.

**POSITION PURPOSE**

- To assist in the planning and programming of season master plans for respective sports
- To supervise and develop Sports Assistant Coaches
- To supervise and improve each student's physical, technical and strategic skills in their respective sport
- Be responsible for the welfare and safety of all students in attendance at games, competitions and camps

**KEY RESPONSIBILITY AREAS**

The duties relative to this position include:

- To assist in planning and programming of season master plans and weekly sessions for respective sports
- To communicate key messages from weekly sessions to Sport Assistant coaches
- To select teams and squads for weekly sport and carnivals
- To develop coaching techniques of Sport Assistant Coaches
- To supervise bus travel, management of health alerts and attendance lists
- To organize required training and competition sporting equipment
- To develop students basic principles, skills and techniques in their respective sport
- To encourage and reward students in all their endeavours to improve
- To encourage students to be independent and to show initiative whilst working as a team
- To foster a positive sense of sportsmanship with all students and at all competitions
- To adhere to the College Code of Conduct and Code of Professional Practice
- To set clear expectations and to refer any disciplinary issues to the Director of Sport
- To report any student illnesses, injuries or possible injuries to the Director of Sport

- To advise the Director of Sport of any potential dangers/problems relating to student wellbeing
- Ensure students wear the full and correct College sports uniform
- Instill in students a sense of responsibility, respect and appreciation for specialist and general sporting equipment (including uniform)
- Advise the Director of Sport of any damage to equipment
- To be punctual in attendance at sessions and be prepared for the students upon arrival
- To advise the Director of Sport or Sports Office if unable to attend work
- To make a sustained effort to maintain and improve specialist sporting knowledge

#### **ACCOUNTABILITY & EXTENT OF AUTHORITY**

- The Casual Sports Coach is accountable to the Director of Sport
- For implementation of Child Safe Standards, this position is accountable to the Deputy Principal – Child Safe Officer
- The position must ensure that it operates in accordance with the specific objectives, policies and strategies determined for the effective management of the College's resources and ensure decisions made by the position are subject to review by the Director of Sport

#### **SKILLS AND EXPERIENCE REQUIRED**

- Hold a current Working with Children Check card
- Hold a current National Police Record Certificate
- Hold a current Level 2 First Aid Certificate
- Hold a current 22099 VIC Anaphylaxis Certificate
- Have CPR certification
- Have Australian Sports Commission Community Coaching: General Principles Certificate
- Have a minimum of 3 years sporting discipline specific experience
- Have completed or be undertaking a Tertiary Physical Education or Tertiary Exercise Science qualification

#### **CONDITIONS OF EMPLOYMENT**

- The incumbent will require a Working with Children Check and National Police Record Certificate
- Adhere to all College Policies and Codes of Conduct.