



# POSITION DESCRIPTION

## SPORTS COACH (Level 4.2)

### POSITION OBJECTIVES

The Sports Coach is responsible for teaching students how to improve the way they play and practise their sport to further enrich their lives at the College.

### KEY RESPONSIBILITIES

<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Be responsible for the achievement of the College vision and goals</li> <li>• Contribute to the development and implementation of College objectives and planning</li> <li>• Establish and maintain a supportive school environment</li> <li>• Report any breaches of the College behavior guidelines to the Teacher In Charge</li> <li>• Encourage a sense of belonging for students</li> <li>• Have a broad knowledge of the life of the College, detailed awareness of individual boys and a willingness to give of oneself rather than simply giving of one's time</li> <li>• Manage and uphold the St Kevin's image and brand with an emphasis on punctuality, appropriate language, personal appearance (including uniform) and consideration towards others</li> </ul>
<b>Coaching</b>	<ul style="list-style-type: none"> <li>• Provide mentoring, support and expertise to foster athlete and person</li> <li>• Develop training plans that utilize a variety of activities to develop fundamental skills</li> <li>• Assist in attracting and retaining students</li> <li>• Ensure all students are aware of training times, training expectations, game schedules</li> <li>• Promote a healthy and balanced commitment to College activities</li> <li>• Monitor the progress and wellbeing of all students</li> <li>• Attend scheduled events, meetings, camps and other activities as directed</li> </ul>
<b>Health and safety</b>	<ul style="list-style-type: none"> <li>• Understand the health and safety risks of the sport and manage accordingly</li> <li>• Provide a safe practise and playing environment for all students</li> <li>• Ensure all student medical information records and required medications are known and maintained</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Maintain accurate attendance records at training sessions and games</li> <li>• All reporting of results, team selections and incidents are completed accurately and in-line with College procedures.</li> <li>• Ensure all College sports equipment is well maintained and returned promptly at the conclusion of each season</li> </ul>
<b>Relationship management</b>	<ul style="list-style-type: none"> <li>• Work co-operatively with all other coaches, College staff, parents and students</li> <li>• Encourage a sense of team and inclusiveness to maintain maximum participation</li> </ul>
<b>Child Safety</b>	<ul style="list-style-type: none"> <li>• Be familiar with and comply with the College's child-safe policy and code of conduct, and any other policies or procedures relating to child safety</li> <li>• Assist in the provision of a child-safe environment for students</li> <li>• Demonstrate duty of care to students in relation to their physical and mental wellbeing</li> </ul>
<b>Professional development</b>	<ul style="list-style-type: none"> <li>• Commit to ongoing professional development in your sport</li> </ul>

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## KEY RESPONSIBILITIES

### General Duties

- Abide by the EREA Code of Conduct
- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures
- Other duties as directed by the Teacher In Charge
- The College reserves the right to alter this position description as required to reflect emerging priorities

## SELECTION CRITERIA

### Commitment to Catholic Education

- A demonstrated understanding of the ethos of a Catholic school and its mission
- A demonstrated understanding of the mission and vision of the College

### Education and Experience

#### Essential:

- Minimum coaching experience at secondary school level
- Relevant coaching qualifications (General Principals and/or Level 1 sport)
- Level 2 First Aid Certificate including CPR and anaphylaxis
- Child safe mandatory reporting certificate
- Must hold, or be able to acquire a Working with Children Check Card and willing to undergo a National Police Record Check
- Ability to work flexible hours and travel to games as required
- Victorian drivers licence

#### Desirable other:

- Undertaking (or obtained) relevant Higher Education certificate
- Other appropriate experience in a sport setting

### Skills and Attributes

- Passionate about working with children and providing a learning environment through sport that enriches the lives and welfare of the students
- Excellent communication and engagement skills
- Highly organized and punctual
- Energetic, action orientated, adaptive and self-motivated
- Problem solving and conflict resolution abilities
- Computer and technology knowledge