



Position Description

Sports Coach

OMNIA SUPERAT DILIGENTIA

DILIGENCE OVERCOMES ALL

OUR SCHOOL MOTTO SINCE 1892

Ipswich Girls' Grammar School including Ipswich Junior Grammar School offers high quality, non-denominational education for girls only from Years 7 to 12, with boarding available from Year 5, and coeducation from Kindergarten to Year 6. We pride ourselves on providing a personalised, holistic education with a focus on academic excellence.

Our Vision

Ipswich Girls' Grammar School inspires girls to become confident, well-educated young women. Ipswich Junior Grammar School nurtures young learners to become future leaders.

Our Mission

Shaped by our proud history and traditions and focused on academic excellence, our school aims to provide a personalised, holistic education by expert staff in engaging learning environments.

Our Aspiration

By 2023, our school aims to be an outstanding* school known for its holistic education and students' excellent academic outcomes with an enrolment in excess of 1000 students from Early Learning to Year 12.

(*Outstanding - as defined by the National School Improvement Tool)

Our Values

- **Diligence** - Staying focused until the job is done.
- **Excellence** - Striving to achieve the highest standards possible.
- **Respect** - Acknowledging the worth of every person and what matters to each one.
- **Integrity** - Constantly demonstrating high moral and ethical standards.
- **Care** - Attending with kindness, compassion and sensitivity to the needs of others.

Location

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THE ROLE	
Position Title:	Team Sports Coach
Department:	Secondary Sport Department
Reports to:	Director of Sport (Senior) / Head of Sport (Junior), Sports Coordinator
Classification:	Education Services (Schools) General Staff Award 2010

Your Opportunity

As a sports coach your primary role will be to provide expert training for team members and athletes of your assigned sport. You'll be assisting their skills development and ensuring peak performance and fitness are achieved during crucial times, i.e., competitions, tournaments, matches, trials and qualifying events.

As a Sports Coach, you will:

- Maintain the standard of excellence required by the School's reputation and uphold the philosophy of the School
- Promote the interests of Ipswich Girls' Grammar School including Ipswich Junior Grammar School in the school and wider communities
- Attend staff development and training programs when and if appropriate
- Comply with work health and safety responsibilities detailed in the safety management system and comply with the School's Staff Code of Conduct.

Typical Duties/Skills

- Setting up equipment
- Roll marking
- Running training session
- Packing sports equipment away
- Waiting for all students to be collected or depart training area

Your Role

Coaching and team development

- Assist the Director of Sport by acting as Coach and strategically planning the training programme.
- Oversee training sessions and provide instruction and supervision to students, creating a focused and inclusive environment.
- Manage and direct training sessions, utilising the Coordinator and Director of Sports where appropriate.
- Attend all practices and competitions as negotiated with the Director of Sport.
- Liaise with players and the coordinator in response to:
 - Training sessions;
 - Selection; and
 - Conduct of players and/or teams.
- Provide professional supervision of players at training sessions.
- Provide a report on player performance and team organization at the end of season to the relevant sport Coordinator.
- Provide individual, constructive and positive feedback regularly to players to help them improve performances.
- Assess strengths and areas for improvement for each player.
- Ensure students are always dressed correctly, according to the Uniform Policy.
- Develop a training schedule that develops individual and/or team skills and the schedule of the sport.
- Safety is paramount - ensure students are warmed up and cooled down and that training sessions are suited to skill levels.
- Notify the Coordinator and Director of Sport of any worn or damaged equipment.
- Encourage players to further develop their knowledge and skills.
- Attend coach induction session as required or requested.
- Utilize available IT to improve performance and training, where possible.

Customer Service

- Always work at a high level of legal and ethical standards, particularly in relation to issues such as child safety and health and safety requirements.
- Be punctual and prepared for training sessions, and keep an up-to-date and accurate roll at all sessions
- Ensure professional customer service is adhered to; listen, assist, and provide advice as required
- Communicate effectively with players, parents (when needed) and Coordinators, ensuring that all enquiries are professionally treated in a timely manner.
- Always work at a high level of legal and ethical standards, particularly in relation to issues such as child safety and health and safety requirements.
- Provide leadership and be a role model for players, families, and spectators.
- Ensure personal timesheets are completed in a timely manner (fortnightly) and provided to Director of Sport for approval.
- Report all incidents to the coordinator in writing as soon as possible.
- Accept the decision of referees and umpires in a professional manner, reporting any issues to the Director of Sport.

Occupational Health and Safety

All staff members employed at the School will be required to:

- Demonstrate in daily activities a commitment to health and safety in the workplace by always performing tasks in the safest possible manner - safe for the individual, co-worker, and students
- Always ensure that you work in compliance with all laws, acts, regulations, and policies outlined in all policies, manuals and handbooks, as updated from time to time
- Report all hazards and incidents that the individual is party to, or observes, in the correct manner
- When required or directed by the School, participate in any health and safety training.

Competency Required

- Familiar with trends in coaching of specific sport and up to date with rules.
- Ensure qualifications are current and updated where necessary.
- Be the holder of a Working with Children Suitability Card (Blue Card)

Formal Qualifications

- Level 1 Coaching Certificate or equivalent
- Current First Aid and CPR

Final Statement

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other work tasks, not specifically stated, that match with the skills required for the role. The Executive may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the School.

Authorisation

I hereby agree that this Position Description accurately reflects my work requirements.

Employee

Name

Signature

Date

Director of
People & Culture

Name

Signature

Date