

Position Description: HEAD COACH



Position	Head Coach
Purpose of position	Works across all teams and age groups, and their Coaches, for an assigned sport to plan and implement a season strategy and coaching methodology.
Position type	Corporate
Related positions:	
Primarily reports to	Coaching Coordinator
Dotted line reporting	Sport Coordinator
Key stakeholder(s)	Director of Sport Pending sport - Girls or Boys Sport Coordinator or Primary Sport Coordinator or Springfield Sport Coordinator
Direct people manager for	-

Position deliverables

Key focus area: Main Objective

- Collaborate with Coaching Coordinator, Sport Coordinator and all Coaches to deliver a season program as agreed.
- Takes the lead to develop the season plan and tone by setting out required game play, student experience goals, student athletic development and coaching technique.
- Responsible for monitoring the delivery of the program all teams during the season (for assigned sport). Is responsible for considering both the student and Coaches progress.
- Understand and accountable for delivering responsibilities mostly unsupervised, with general supervision by Coaching Coordinator or Sport Coordinator.
- Draw upon extensive playing and/or coaching experience and qualifications in the sport to deliver this while remaining within the framework set by Sport Department.
- Contribute to a positive sporting experience for students.
- Uphold standards and boundaries required for student safety and wellbeing, escalating any potential or known risks.
- Where a Head Coach also has their own team, the work for the assigned team is covered by the “Coach” Position Description.

Key focus area: Duties and Responsibilities

- Plan and deliver clear communication strategies and resources so that all teams and Coaches understand the season’s objectives.
- Works closely with Sport Coordinator and Coaching Coordinator to understand and plan for the season variables, inclusive of competition day(s), training schedule across the teams, multiple venues, AIC/QGSSSA/Other operating rules.

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- Monitors and supports Coaches to plan and prepare with their own session planning, competition day(s) strategy and selection of appropriate equipment in line with the strategy set for the sport overall.
 - Observe a variety of teams throughout the season at training sessions and competition day(s) and provides instruction for modifications required.
 - Monitor the progress of all students and teams in the sport, adjusting expectations according to age, skill level and context.
 - Adjusts and communicates the season objectives and plans as required. This may include adjustments to accommodate student ages, student athletic skill level, student circumstances, training, competition outcomes and development of coaching capabilities.
 - Apply a range of interpersonal communication skills to adapt and support each Coach to achieve the objectives set; demonstrating flexibility with learning and communication style. Achieve this by:
 - applying extensive playing and/or coaching experience and qualifications in the sport;
 - collaborating actively with the Coaching Coordinator and Sport Coordinator.
 - May assist Coaches and teams with setup and pack down for training sessions and competition day(s).
 - During training sessions with multiple teams practicing, float between Coaches and teams in a value add, engaging and non-disruptive manner.
 - Carry out responsibilities and coaching in a manner that fosters a team environment where each team member is included, valued, motivated and supported.
 - Maintain accessibility and College professional standards while balancing the redirection of routine and escalated student and caregiver¹ queries to their team Coach or Sport Coordinator.
 - Work with Sport Coordinator for any logistical matters including requests for additional training sessions.
 - A Head Coach is required to demonstrate higher discretion and judgement than all other Coaches given responsibilities span the performance and experience of both students and Coaches (employees).
 - The Sport Coordinator is the 'people' leader for Coaches; however the Head Coach is required to provide instructions and feedback to Coaches to ensure the season program is delivered.
 - Escalate to the Sport Coordinator and Coaching Coordinator if there are any duty of care or performance concerns about a Coach.
 - Is required to be a team player when working with Sport Coordinator, Coaching Coordinator and other Sport Department members, and support all to achieve the objectives so that students and their caregivers have a seamless experience.
 - Role model appropriate sport mindset and approach for student athletes.
 - Manage any health and safety matters, whether potential or actual, according to College policy and procedures and overall duty of care.
 - Attend training sessions and competition day(s) punctually and as rostered.
 - Attends to duties in uniform for professionalism, duty of care and safety reasons.

Difference to Mentor Coach: Mentor Coach influences student experience indirectly by mentoring Coaches to uplift coaching capability. A Head Coach directly oversees all teams, students and Coaches, for sporting methodology and experience. A sport may have a Head Coach or a Mentor Coach assigned, generally not both. The Sport Department support whichever tasks are not covered.

¹ parent, guardian, boarding

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Key focus area: All employees are responsible for contributing to the College's strategic and operational outcomes and upholding standards of behaviour

Responsibilities

- Respect and uphold our Mission of "Excellence in Christian Co-Education" and our Christian Ethos
 - Demonstrates respect and integration of Christian Ethos as appropriate to the position requirements and completes accreditation (Pathways) if and as required
 - Demonstrates four professional behaviours of trust, accountability, unconditional positive regard, open feedback and communication
- Uphold Code of Conduct and Valuing Safe Communities standards
- Health and Safety:
 - take reasonable measures to protect their own health and safety and others
 - follow all reasonable Health and Safety policies, guidelines and directions
 - if in a leadership position, additional accountability for operational management of safe work practices in their area. Includes making appropriate resources, information and training available to their team members.
- Understand and uphold standards in policies and other reasonable directions as directed
- Comply with any directions noted in the employment contract and/or Lutheran Schools Single Enterprise Agreement
- Actively and effectively participates in reasonable directions provided

Level of responsibilities:

Extract: Educational Services (Schools) General Staff Award 2020.

Competency

- Level 5
- Competency at this level involves self-directed application of knowledge with substantial depth in some areas.
- A range of technical and other skills are applied to roles and functions in both varied and highly specific contexts.
- Competencies are normally used independently and both routinely and non routinely.
- Discretion and judgment are required in planning and selecting appropriate equipment, service techniques and work organisation for self and/or others.

Judgement, independence and problem solving

- Level 4
- Independent judgment is required to identify, select and apply the most appropriate available guidelines and procedures, interpret precedents and adapt standard methods or practices to meet variations in facts and/or conditions.
- The employee may apply extensive diagnostic skills, theoretical knowledge and techniques to a range of procedures and tasks, proficiency in the work area's rules and regulations, procedures requiring expertise in a specialist area or broad knowledge of a range of personnel and functions.

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Supervision

- Level 5
- Routine supervision to general direction, depending on tasks involved and experience.
- May supervise other staff at levels below Level 5.

Training and qualifications

- Level 4
- For an instructional services employee (sport), this means coaching qualifications equivalent to those identified in clauses A.2.4(d)(i) to A.2.4(d)(iv) of Modern Award and/or appropriate sporting discipline specific experience.

Variations by Sport

Variations by sport are limited to the external mandatory qualifications for four (4) specific sports (refer to SC2).

While each sport, coach, student age and team ability level require different techniques, the scope of responsibilities remain the same.

Each sport may vary by roster, including competition day(s).

Each sport may vary by the number of Coaches and students to oversee.

Selection Criteria

These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate. It is inclusive of essential knowledge, skills, experience and behavioural competencies.

SC1 - Demonstrate a competency for student wellbeing and safety

- Demonstrates an understanding of duty of care responsibilities for students.
- Demonstrates an emerging competency of being able to engage and interact with students in an age appropriate and professional manner.
- Has solid experience coaching across multiple age groups and demonstrates sound understanding of age appropriate development and communication.

SC2 - Qualifications and Experience

- Significant experience coaching including coaching a multiple age groups and team skill levels in the assigned sport.
- Must have end to end season experience managing both the athletes|teams and the Coaches.
- Demonstrates working knowledge of sport rules, techniques and strategies.
- Demonstrates knowledge of sport specific by laws and relevant WHS requirements and risk management.
- Must hold relevant coaching qualifications and this will be considered alongside experience.
- Certain qualifications are mandatory where an external authority requires this, *for example rugby, high jump, strength training, rowing (boat skippering).*
- Current First Aid Certificate is desired.

SC3 - Demonstrate the ability to communicate effectively

- Must have effective verbal communication skills including ability to give and received constructive and professional feedback to both students, Coaches and stakeholders.
- Excellent organisational skills are essential.

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- Demonstrates interpersonal capabilities, including appropriate escalation of queries and concerns to most appropriate employee.
 - Strong experience and capabilities in verbal and written communication

SC4 - Demonstrate the ability to work as a member of a successful team

- Must have the ability to establish and maintain professional relationships with employees, students, caregivers and represent the College professionally onsite and at other venues.
- Has proven experience working with multiple stakeholders to deliver results.

All employees

SC-E1 - Personal capabilities

- Demonstrated ability to exemplify care, dignity and respect, delivered through high personal accountability for professional workplace conduct
- Demonstrated commitment to reach their own potential (Plus Ultra) and in manner that aligns with the College's strategic and operational objectives and values.

SC-E2 – Christian Ethos

- An understanding of, respect and demonstrable support for the College's Christian ethos.

General Requirements

Compliance Requirements	Right to Work in Australia "Working with Children" Blue Card (or Exemption Card) <i>Must be obtained prior to commencement.</i>
Terms and conditions	Modern Award – Educational Services (Schools) General Staff Award 2020 Classification Level, Instructional services Level 5 Grade 4 Working arrangement Casual Please refer to the Employment Contract <ul style="list-style-type: none">• For employees with a substantive position, this employment contract operates independently and separately to the substantive position.• For clarity, the Enterprise Agreement does not apply to this Head Coach position.
Location	Indooroopilly (66 Harts Road, Indooroopilly QLD 4068) All employees may be required to travel to different locations to fulfil the requirements of their position. This includes training sessions and competition day(s) held in different locations and on premises owned by external parties.

Effective as at: August 2020