

Position Description: COACH



Position	Coach
Purpose of position	To coach assigned team across training sessions and competition day(s) using the sport season strategy and coaching methodology required by the College.
Position type	Corporate
Related positions:	
Primarily reports to	Sport Coordinator
Dotted line reporting	Head Coach or Mentor Coach Coaching Coordinator
Key stakeholder(s)	Pending age, gender and sport - Girls or Boys Sport Coordinator or Primary Sport Coordinator or Springfield Sport Coordinator
Direct people manager for	<i>Assistant Coach from time to time</i>

Position deliverables

Key focus area: Main Objective

- Coach an assigned team for the season, across all the assigned team’s training sessions and competition day(s).
- Participate in trials as rostered and selects team.
- Collaborate with Sport Coordinator, Head or Mentor Coach and other team coaches to deliver a season program as agreed/required.
- Direct supervision and responsibility for students in team.
- Escalate any student and caregiver¹ queries to Sport Coordinator.
- Follow instructions from, and seeks advice from, Sport Coordinator for any logistical matters.
- To develop own coaching methodology and improve student|team performance and experience:
 - Follow instructions and advice from Head Coach or Mentor Coach.
 - Seek advice from Head Coach or Mentor Coach.
- Plan and prepare for training sessions and competition day(s), including game strategy.
- Contribute to a positive sporting experience for students.
- Uphold standards and boundaries required for student safety and wellbeing, escalating any potential or known risks.

Key focus area: Duties and Responsibilities

- Directly manage assigned team within framework set for the sport.
- Plan, prepare and deliver a session plan for each training session and competition day(s).

¹ parent, guardian, boarding

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	<ul style="list-style-type: none">• Follow the coaching methodology established across all teams in the sport.• Uses discretion and judgement to decide if and what amendments are required to training session or game plan; and takes student age and team level into account.• Reflect on competition day(s) to influence future training sessions.• Complete roll call duties, unless a Sport Coordinator takes this duty.• In conjunction with Sport Coordinator, or during training sessions and competition day(s) directly manage communication to and queries from students and caregivers.• Escalate to Sport Coordinator:<ul style="list-style-type: none">• attendance issues to meet duty of care and provide pastoral care.• queries from student and caregiver that require a non-routine response or contain decisions or risks outside the scope of this position.• non-urgent queries that would otherwise interrupt training sessions and competition day(s).• Setup equipment and pack down before/after training sessions and competition day(s). Ensures equipment is kept in good order.• Provide instruction and feedback to team and to individuals within the team.• Carry out responsibilities and coaching in a manner that fosters a team environment where each team member (student and employees) is included, valued, motivated and supported.• 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.• Complete roll call duties, unless otherwise directed by Sport Coordinator.• If assigned an Assistant Coach, takes direct responsibility for supervision. Remains familiar with scope of Assistant Coach responsibilities and provides instruction and feedback within scope.• Understands and takes accountability for some responsibilities being unsupervised and others with routine or general supervision by Head Coach or Mentor Coach or Sport Coordinator.• Report to stakeholders regularly, and as required, to demonstrate accountability and task completion.• Often required to work alongside other teams and other Coaches for the same sport. Supports other Coaches and requests assistance as required.

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

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- 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 3
- Competency at this level involves application of knowledge and skills to a range of tasks and roles.
- There is a defined range of contexts where the choice of actions required is clear.
- There is limited complexity of choice of actions required. On occasion, more complex tasks may be performed.

Judgement, independence and problem solving

- Level 3
- Applies generally accepted concepts, principles and standards in well-defined areas. Solves relatively simple problems with reference to established techniques and practices. Will sometimes choose between a range of straightforward alternatives.
- An employee at this level will be expected to perform a combination of various routine tasks where the daily work routine will allow the latitude to rearrange some work sequences, provided the prearranged work priorities are achieved.

Supervision

- Level 3
- In some positions, routine supervision, moving to general direction with experience. In other positions, general direction.
- This is the first level where supervision of other employees may be required. When employees are working alone, they may work semi-autonomously.

Training and qualifications

- Level 2
- An instructional services employee (sport) will have no or minimal coaching experience but will possess appropriate sporting discipline specific experience.
- *The College seeks experience beyond the level of an Assistant Coach.*

Variations by Sport

Variations by sport are limited to the external mandatory qualifications for four (4) specific sports (refer to SC2). While each sport, student age and team ability level require different techniques, the scope of responsibilities for a Coach remains the same.

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

Each sport may vary by number teams (and therefore other Coaches) or appointment of Head or Mentor Coach.

Position

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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

- Demonstrate an understanding of duty of care responsibilities for students.
- Demonstrate sound competency to engage and interact with students in an age appropriate and professional manner.

SC2 – Qualifications and Experience

- Appropriate depth of sporting discipline specific experience as a player is essential.
- Demonstrates working knowledge of sport rules.
- Has some experience coaching and knowledge of the sport.
- Qualifications are only mandatory where an external authority requires this, *for example rugby, high jump, strength training, rowing (boat skipping)*.
- “General Principles of Coaching” qualification desired.
- Current First Aid Certificate is desired.

SC3 – Demonstrate the ability to communicate effectively

- Must have effective verbal communication skills including ability to follow instructions.
- Excellent organisational skills are essential.
- Demonstrate interpersonal capabilities, including appropriate escalation of queries and concerns.

SC4 – Demonstrate the ability to work in a 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.

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.

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General Requirements

Compliance Requirements

Right to Work in Australia
“Working with Children” Blue Card (or Exemption Card)
Must be obtained prior to commencement.

Terms and conditions

Modern Award – Educational Services (Schools) General Staff Award 2020
Classification Level, Instructional services Level 3 Grade 2

Working arrangement

Casual

Please refer to the Employment Contract

- 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 Coach position.
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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