



## Position Description

<b>Position:</b>	<b>Sports Coach</b>
<b>Position Status:</b>	Casual
<b>Classification:</b>	Level 4, in accordance with The Educational Services (Schools) General Staff Award 2020
<b>Reports to:</b>	Head Coach and Director of Sport. All positions in the College ultimately report to the Principal.

### Presbyterian Ladies' College

Established in 1875, Presbyterian Ladies' College is a leading Christian independent school for girls from Kindergarten to Year 12, with onsite boarding available from Year 7.

The campus is situated in the east of Melbourne on a 16-hectare site, creating a unique environment of a school in a park.

Our core values, underpinned by our Christian Ethos, are Integrity, Empathy, Courage, Delight and Service, and these provide an enduring foundation for dynamic learning.

The College Mission is an outstanding education within a Christian context that:

- prioritises care
- promotes holistic development and growth
- personalises learning
- provides enriching opportunities
- perpetuates principled living and a service ethic
- prepares students for their time as scholars, thinkers, citizens, advocates, and leaders

Our consistently impressive academic results reflect the high-quality teaching, dedication of the students and visionary leadership for which the College has long been renowned.

We value and nurture the individual strengths and passions of the students. The personal development of our students is our priority with extensive age-appropriate care and wellbeing programs. Asian and European language studies are part of the curriculum from Prep to Year 12 with many students continuing foreign language study through either the Victorian Certificate of Education or the International Baccalaureate pathway.

The students' talents and interests are nurtured within a rich curriculum program, as well as through extensive co-curricular offerings.

Our ultimate goal is to develop girls who are fully prepared and will flourish in their life and work well beyond school as they contribute in meaningful ways to their community as scholars, thinkers, citizens, advocates and leaders.



## Position Overview

Sports Coaches are responsible for helping to create and maintain a successful sport program that is strategic, engaging, challenging and inclusive across all year level groups and abilities. Coaches are responsible for coaching as directed by the Head Coach or Director of Sport.

### Key Responsibilities:

Examples of duties include but are not limited to:

- being aware of and adhering to all risk management procedures with the safety of student at the forefront
- be aware of and adhere to the College's sporting philosophy and expectations
- promote PLC sport culture
- encourage and support student commitment to sport
- be prepared to undertake professional development at the recommendation of the Head Coach or Director of Sport
- ensure that you are aware of and know how to manage any specific medical conditions that you may come across
- ensure that you are aware of all emergency procedures
- ensure that you are dressed in accordance with College dress code
- ensure students follow all uniform rules, follow up with any non-compliance

### Specific Duties:

- attend the preseason staff training and induction session
- assist the Head Coach in providing and ensuring a positive learning environment for all students enrolled in the sport. Coach as directed by the Head Coach or Director of Sport
- be involved with the trial/selection process for teams
- be prepared for each session with an appropriate coaching plan
- start each session promptly will all equipment ready
- at the conclusion of sessions ensure all equipment is returned and stored neatly
- report any hazards or concerns with equipment to the Head Coach or Director of Sport
- liaise with other coaches to ensure all Wyse pages and forms of communication are up to date
- communicate with the team regarding leave times, buses and other information
- ensure rolls for the team are accurately taken at all sessions in the folders and the drive
- produce a match report after each match
- complete sports awards rubrics by the due date
- work with DOS/TIC/Head Coach to ensure fair allocation of sports awards for their team
- manage discipline of students and deal with conduct issues supported by DOS/TIC/Head Coach
- ensure court/field/pitch/area is set up according to risk management procedures and organised with benches, scoresheets, appropriate equipment

### Other Duties:

- as directed by the Head Coach or Director of Sport



### Key Relationships:

- Sports Department

### Qualifications / Registrations / Certifications:

- current Working with Children Check (Employee)
- current Level 1 Coaching accreditation
- current 'Provide First Aid' Certificate (HLTAID011)
- current CPR qualification (HLTAID009)
- current Management of Anaphylaxis Certificate or Anaphylaxis e-training schools module

### Annual Compliance training organised by PLC:

- Mandatory Reporting online (Department of Education and Training)
- Child Safety training
- Privacy training

### Key Attributes:

- a strong coaching background
- ability to stay abreast of current and developing trends in school sport (i.e. new training techniques and technologies)
- enthusiasm and the ability to motivate and engage students
- excellent interpersonal and communication skills with coaches, students and parents
- ability to work as part of a team
- good organisational skills and strong attention to detail
- sound ICT skills

### Additional Information Relating to the Position

From 13 May 2024, as a prerequisite of employment, all staff members must acknowledge they have read and understood the contents of the PLC Recruitment Pack and will comply with PLC's Child Safety, Health & Safety, and Policy & Compliance commitments by signing the relevant section in their contract prior to commencing employment.

**Mrs Cheryl Penberthy**  
Principal

October 2024

*The purpose of this position description is to provide a general overview of the key responsibilities of the position and is not intended to represent the entirety of the position nor is it intended to be all-inclusive*