



# POSITION DESCRIPTION



## Sports Coach

### About St John's Anglican College

St John's Anglican College is the leading Kindergarten to Year 12 coeducational school in south west Brisbane and is an International Baccalaureate World School for the Primary Years and Middle Years Programs. St John's Anglican College strives to provide an extraordinary, globally innovative and future-focused education from Kindergarten to Year 12. Our graduates are well educated, respectful, resilient and compassionate; equipped to be people of influence in their communities. Our teachers care about their students and are leaders in learning, focused on providing the best possible educational environment and ensuring that each child's academic potential is maximised. We value and acknowledge the skills, energy and commitment of our employees. Accordingly, we seek to attract, develop and retain staff of the highest calibre and provide a working environment that enables them to maximise their contribution to achieving the College's vision, mission and values.

### Student Protection

Anglican schools support the rights of children and young people and are committed to ensure the safety, welfare and wellbeing of students. Anglican schools are therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees. This commitment includes the provision of a safe and supportive living and learning environment for all students and requires all employees, volunteers and visitors to model and encourage behaviour that upholds the dignity and protection of students from harm.

POSITION DETAILS	
Department:	Sport
Position reports to:	Head of Sport and PE
Positions reporting to this role:	Nil
Status:	Participation as part of the Extra Curricular Program
Qualifications required:	Appropriate Technical qualifications
Required experience:	Significant experience with a particular sport/s and associated coaching qualifications.

## Purpose of the position

Responsible to the Head of Sport and PE, the Sports Coach will contribute to the College's aims and philosophy by delivering a professional and efficient sport coaching program including the appropriate preparation of students to participate in the TAS season. This will include, player mentoring and development prior to the season; player and team management; attendance at Saturday matches (home and away) and training sessions.

## Duty of Care

The Sports Coach will contribute to the College's duty of care for both staff and students by adhering to all requirements relating to the development of an environment which is free from the risk of injury, harm and/or disease as required by the Work Health and Safety and Child Protection Acts and relevant College policies and practices including the Code of Practice.

## College Expectations

Sports Coaches at St John's Anglican College will be:

- Supportive of the Aims and Philosophy of the College
- Supportive of the Christian values and ethos of the College
- Focused on the needs of the College's clients
- Committed to the holistic education of the students in their care
- Active participants in the professional learning community
- Continuously improving their teaching practice and professional knowledge base
- Maintainers of the confidentiality of the team
- Facilitators of positive and productive College community relationships
- Focused on developing a culture of excellence

DOMAINS OF PROFESSIONAL RESPONSIBILITY	
The Sports Coach is responsible for meeting the following domains of professional responsibility.	
Student Protection:	The Sports Coach will know, understand, apply and abide by all requirements of the Student Protection in Anglican Schools Policy and Procedures.
Commitment to the College Vision and Goals:	The Sports Coach will regard the sport as providing students with 'exceptional learning opportunities through balanced curricular and extra-curricular programs' (St John's Mission Statement).
Compliance and Health and Safety:	The Sports Coach provides the College with effective support by: <ul style="list-style-type: none"><li>• monitoring weather and liaising with the Head of Sport regarding wet and extreme weather decisions;</li><li>• being familiar with TAS By Laws;</li><li>• arriving on time for commitments and ensuring duty of care for students;</li><li>• applying safe work practices to all sporting activities whether conducted on or off campus;</li><li>• taking reasonable care for your own health and safety and that of others affected by your actions or omissions;</li><li>• complying with all relevant College Policies, Procedures and Guidelines including the Code of Conduct; and</li></ul>

	<ul style="list-style-type: none"> <li>ensuring coaches report all injuries sustained in your sport as soon as practicable using an 'Accident and Incident Report' form, ensuring all serious/notifiable injuries are immediately reported to the Head of Sport.</li> </ul>
Selection of Teams, Student Behaviour and Uniform Management:	<p>The Sports Coach will:</p> <ul style="list-style-type: none"> <li>actively engage with students at training and games, ensuring their training sessions provide opportunities for the development of character, responsibility, initiative and integrity;</li> <li>oversee the selection of their team in consultation with Sport Co-Ordinator;</li> <li>Assist other coaches and team managers to recruit students to ensure each team has the appropriate number of players;</li> <li>organise and attend preseason training sessions;</li> <li>maintain contact with families throughout the season;</li> <li>assist in ensuring appropriate behavior of students is evident at all training sessions and sporting games;</li> <li>contact the Sport Co-Ordinator or Head of Sport and PE if you have any behavioral, uniform, absence or incident issues that may arise within your team;</li> <li>report pastoral care concerns which may arise to the Sport Co-Ordinator or the Head of Sport and PE;</li> <li>make sure all students are aware of uniform requirements and are dressed correctly at games and training; and</li> <li>assist your team in ensuring that all teams are aware of transport details and locations of away venues.</li> </ul>
Equipment Management:	<p>To ensure efficient use of resources the Sports Coach will:</p> <ul style="list-style-type: none"> <li>assist the Sport Co-Ordinator to maintain sporting equipment and ensure the equipment is stored safely and appropriately after each training session and game;</li> <li>ensure sporting equipment is stored appropriately in the sports shed;</li> <li>promptly advise the Sport Co-Ordinator or Head of Sport and PE of any missing or damaged equipment; and</li> <li>with the Sport Co-Ordinator submit all equipment requirements to the Head of Sport and PE in a timely manner.</li> </ul>
Reporting and Administration:	<p>Take all steps necessary to ensure the safe, smooth and efficient running of the sport/team which you are working with including:</p> <ul style="list-style-type: none"> <li>report any incidents which arise relating to safety, behaviors, conduct of the game, etc. as soon as practicable after the game to the Sport Co - Ordinator or Head of Sport and PE; and</li> <li>communicate all necessary information to the Sport Co-Ordinator or the Head of Sport and PE as required.</li> </ul>
Pre-Game Set Up:	<p>Assist in directing students to help with setting up and packing up equipment before and after games.</p>
Social Events to promote and recognise the sport:	<p>At the conclusion of the season, attend a TAS sports break up function which is to be conducted on the day of the final game of the season, during lunchtime or an evening in the following week.</p>
Confidentiality:	<p>The Sports Coach upholds the highest standards of confidentiality when dealing with sensitive information concerning either the College or any member of its community. The Sports Coach complies with all policies and procedures of the College.</p>

All employees recognise and accept that multi-skilling is an essential component of employment with the College and that they may be required to undertake duties that are outside their normal position description but within their skills, competency and capability.

#### SELECTION CRITERIA/COMPETENCIES

The ideal candidate will possess the following competencies, skills, qualifications and experience.

- Some coaching experience and or high-level playing experience within a particular sporting area.
- Experience in providing support within a school and or club sport environment with a customer service focus and growth mindset.
- Sound communication skills incorporating integrity, tact, maintenance of ethical conduct, confidentiality and client interests.
- Well developed interpersonal skills allowing you to liaise effectively with a wide range of people.
- Ability to work independently and as a member of a team.
- Ability to meet deadlines and establish work priorities.
- Ability to solve problems and negotiate appropriate solutions.
- The ability to obtain and maintain a Working with Children Blue Card. (As required)

### Important information

People who work for St John's Anglican College must comply with the Code of Conduct, relevant legislation, policies and procedures.

- A Safe Ministry Check will be conducted on recommended candidates in relation to any circumstances which exist that may conflict with the candidate's employment at St John's Anglican College.
- People appointed to this position must have the ability to successfully obtain and maintain a Working with Children Blue Card in accordance with the *Working with Children (Risk Management and Screening) Act 2000*.