



Position Title: Casual Sport Coach
Prepared: October 2023
Reports to: Head of Sport
Prepared by: Head of Human Resources

Position Purpose

Coaches must show a keen interest and enthusiasm for Sport Education and must be energetic, self-motivated and driven. It is essential that coaches are friendly, confident and well-presented and have a passion for working with children.

Position Status

The position is casual.

Key Roles and Responsibilities

KEY RESPONSIBILITIES	DUTIES AND ESSENTIAL JOB FUNCTIONS
1. Provide and encourage a positive, social and structured learning environment.	<ul style="list-style-type: none">• Ensure that students always feel safe: emotionally, mentally and physically• Plan and provide opportunities for students to develop socially – positive feedback and encouragement• Provide opportunities for all students to contribute and feel a strong sense of belonging
2. Develop a training plan and sessions for skill enhancement and tactical development, specific to the level and sport	<ul style="list-style-type: none">• Develop a game plan and framework in line with overall sport outcomes• Develop training sessions• Apply skills (techniques and tactics) within games
3. Conduct developmentally appropriate training and coaching games, including providing clear feedback to students	<ul style="list-style-type: none">• Organise teams, training sessions and accurate record-keeping• Maximise participation, motivate, enthuse and develop good training habits of students• Provide clear, useful feedback to individuals and teams
4. Contribute fully to the sport program	<ul style="list-style-type: none">• Assisting in all aspects of the sport program, which might include year 5-9 sports skills• Assisting and attending key sport days, including house competitions (athletics, swimming, cross-country)
5. Review and evaluate coaching performance	<ul style="list-style-type: none">• Perform ongoing self-appraisals of coaching and sport• Perform ongoing appraisals with Head of Sport

6. Participate in ongoing coach and personal development	<ul style="list-style-type: none"> • Attend regular coach's meetings • Regular meetings with Head of Sport • Reading and researching in sport coaching • Attend/complete formal coaching courses • Training as required e.g. anaphylaxis, concussion, asthma management
Any other tasks as deemed appropriate	

Success Measures

- Student participation and enjoyment (verbal & written feedback)
- Feedback from peers and Head of Sport
- Self-analysis/evaluation
- Recording in coaching diary
- Effective communication
- Team performance improvements/goals

Essential Skills

- an ability to inspire and excite young people
- an ability to be a role model for young people
- excellent communication skills and the ability to work effectively with a wide variety of people – students, parents and teachers
- excellent organisational, planning and time-management skills
- ability to seek feedback and apply it to improve coaching performance
- experience and knowledge in fundamental motor skill acquisition and development
- knowledge of sports and sport skills

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific to this role – Must Be Current and Up-To-Date

- First Aid
- CPR
- Anaphylaxis – completed online then can be verified at the College
- Minimum level 0 coaching qualification

Qualifications and Experience

It is a condition of employment that all staff provide a current Employee Working with Children Check or VIT before their position will be confirmed. A Criminal Record check may also be requested in certain circumstances.

For Teachers at the College, VIT registration and a tertiary qualification in Education is required as a minimum.

For General Staff at the College, appropriate qualifications or experience for the specific role is a requirement.

Child Safe Responsibilities and Requirements

St Leonard's College has zero tolerance for child abuse.

St Leonard's College is committed to the safety and wellbeing of our students.

All employees are required to have a positive history of working with children, and be able to demonstrate their suitability, experience and attributes in relation to child safety.

Prior to commencing employment information will be collected in order to establish suitability for child-connected work as defined in Ministerial Order 1359.

Everyone working at St Leonard's College is responsible for the care and protection of the children and young people within our care and reporting of information about suspected child abuse. This includes not only a strong belief but also a legal requirement to comply with the child safety and protection obligations under Ministerial Order No. 1359, and a strong commitment to be actively engaged in the College's child safe culture.

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Be responsible for understanding and applying the College's Child Safe Policy including being compliant with the Child Safe Code of Conduct and being proactive in reporting any concerns or identified risk, and will be required to read and formally acknowledge their acceptance of the school's Code of Conduct for staff
- Take all reasonable steps to protect children from abuse
- Report any reasonable belief that a child's safety is at risk to the Principal or delegate
- Teachers, nurses and psychologists fulfil their obligations as mandatory reporters
- Report any suspicion that a child's safety may be at risk to their supervisor (or, if their supervisor is involved in the suspicion, to the Principal or delegate)
- Promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children
- Promote the safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds
- Promote the safety, participation and empowerment of children with a disability
- Provide an environment that is supportive of all children's emotional and physical safety

General Responsibilities

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

This position is covered by the conditions stipulated in the *St Leonard's College Agreement 2023*, and any subsequent Agreement.

- The College:
 - is an equal opportunity employer
 - complies with the requirements of the Privacy Act
 - has a strong commitment to Health, Safety and Wellbeing
 - will not tolerate harassment of any kind.

- College Standards - all staff are expected to actively support the following standards:
 - Communication – effective, helpful and positive
 - Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students)
 - Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College; trust, respect and support
 - Accountability – we do our work with honesty, integrity and enthusiasm
 - Performance – we perform to the best of our ability
 - Initiative – looking for opportunities to improve the way we work; flexible, adaptable and