



All Hallows' School

Position Overview

Sports Specific Coaches

Preamble

All Hallows' School is a Catholic school for girls and is a Ministry of Mercy Partners. The School currently has some 1560 students and over 200 staff. The School was established in 1861 and is the oldest secondary school in Queensland. Throughout its 158-year history, All Hallows' has demonstrated a commitment to the highest quality educational experience for girls characterised by academic excellence, inclusivity, diversity and service to others.

We are seeking committed and enthusiastic Sports Coaches, working under the direction of the Head of Sport and the Sports Co-ordinator. The successful applicants will have a passion for health and physical activity and the ability to establish and maintain positive and collaborative working relationships with students, colleagues and the wider school community.

Overview of the Position

These are casual contract positions for Hockey, Volleyball and Netball. Beginning February 2019 to October 2019. Approximately 4 to 6 hours per week. The allocation of hours will be determined in consultation with the Head of Sport and Sports Co-ordinator responsible for the particular sport; however, Wednesday afternoon and weekend work will be a requirement of this position.

Period of Contract

February 2019 to October 2019. The provisions of the Fair Work Act 2009 relating to the minimum period of employment applies to this fixed term contract.

Duty Statement

The accompanying Duty Statement for a Sports Specific Coaches pertain to this position.

Conditions of Employment

The current hourly rate is in accordance with Sporting Organisations Award 2010 [MA000082], dependant on classification and age.

Suitability Check

It is a requirement under the Working with Children (Risk Management and Screening) Act that people working with children (under 18 years of age) in a paid, voluntary or self-employed capacity, are required to undergo a criminal history check – the “working with children check”, which is carried out by the Public Safety Business Agency (PSBA). You may already have a Blue Card which can be used across all employers. A certified copy, or the sighting of the original Blue Card, must be produced prior to commencement of duties. If you need to obtain a Blue Card, details are provided by the HR Payroll Manager. The School will only cover the cost of *The Working with Children Check* for continuing (non-contract) appointments. Please contact the School if you have any questions or concerns regarding this matter. A Blue Card is not required if you hold current Queensland Teacher Registration.

Applications

Applications must be submitted online via the schools e-recruitment platform and addressed to the Principal, Mrs Catherine O’Kane. Applicants must provide a detailed Curriculum Vitae and the names of three referees, one of whom must be the current (or most recent) employer, together with a cover letter addressing the following selection criteria:

Key Selection Criteria

The key selection criteria for the position are as follows:

1. Commitment to supporting the mission, vision and values of All Hallows' School.
2. Current coaching experience with a minimum of the ASC Community Coaching General Principals Certificate are required for this role.
3. Expertise and Knowledge to enhance the performance level of participants.
4. Demonstrated flexibility, initiative and capacity to work both independently and part of a team.

5. Excellent time management skills including the ability to plan, set priorities and to meet deadlines.
6. An ability to build relationships, work collaboratively and consultatively with a small team environment, other staff and members of the wider school community.

Selection Process

The closing date for applications is **9.00am Monday 18 February 2019**. A short-list will be developed after consideration of all applications. Interviews will be held as soon as possible after the closing date.

Non-Smoking Environment

Please note that All Hallows' School is a non-smoking environment. Smoking is not permitted on any part of the School site or within five metres of the School boundary.

Employment Collection Notice

Notification of collection of personal information for applicant for employment

Collection of information

In assessing your application and suitability for the position, the School collects your personal information. The purpose of this notice is to inform you about that collection and your rights in relation to the School's use and disclosure of your personal information. You should read this notice and ensure you understand it.

Purposes of collection, use and disclosure

Your personal information is collected, held and used by the School for the primary purpose of assessing your suitability for the position. The School may keep this information in storage if your application is unsuccessful in case another position becomes available.

The School may collect your personal information in writing (for example, your resume), and through verbal conversations. The School may seek information from your current or previous employer/s. If you do not wish for this to happen, you must notify the Principal of All Hallows' School immediately.

If the School is not able to collect some or all of the personal information required, we may not be able to adequately assess your application for employment and/or suitability for the role, which may prejudice the success of your application.

Disclosure of personal information

The School will not disclose your personal information to a third party without your consent.

Enquiries, access and correction of personal information and complaints policy

Information regarding your rights to access and correct your personal information held by the School and your right of complaint is contained in our APP privacy policy. A copy of the School's APP Privacy Policy can be found on our website located at www.ahs.qld.edu.au. Alternatively, you can request a copy of the School's APP privacy policy free of charge by contacting us at 07 3831 3100.

February 2018