



POSITION DESCRIPTION

Position Title: Sports Coach Level / Range: Instructional Services	Department: Sport Department	Location: Caulfield Campus, Wheelers Hill Campus or Malvern Campus
Line Manager: Head Coach		Date Completed: January 2015

Financial Budget: NA	Key relationships: Internal: School Head of Sport, Coaching Operations Manager, Sports Administration Assistant, Sports Operations Co-Ordinator, Campus Heads of Sport, Campus Sports Administrators, Staff Members In Charge, Head Coaches, Campus Coordinators, team/crew coaches, students and parents External: Individual sports coaches and staff at other schools	Employees: Direct: NA Indirect: NA
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Our Safety Commitment:

Child Youth Safety Strategy (CYSS): Caulfield Grammar School is a Child Safe organisation with a commitment to the Safety and wellbeing of children with a zero-tolerance to the abuse of children in our care. The successful candidate will be required to support the School's Child Safety policies and procedures and commit to their implementation upon commencement.

Workplace Health & Safety: Caulfield Grammar School is committed to providing a safe and healthy work environment for all students, employees, contractors and visitors. Caulfield Grammar School aims to minimise, as far as reasonably practicable, the risk of injury, illness or harm to any persons through the Schools activities, operations and functions on all campuses and off site.

REPORTING RELATIONSHIPS	SELECTION CRITERIA
<pre> graph TD A[School Head of Sport] --> B[Head Coach] B --> C[Sport Coach] </pre>	<p>Skills: The ability to effectively plan and implement a structured programme for students of differing ability that develops both the student's individual skill and knowledge of the sport, as well as successfully preparing them for games.</p> <p>Experience: Coaching experience is highly regarded. Extensive involvement as a participant in school and/or junior sports programs in their chosen sport is essential.</p> <p>Qualifications: Essential - Employment Working With Children Check, Level 1 First Aid qualification, Anaphylaxis certification Desirable – Valid NSAC coaching accreditation or equivalent</p> <p>Personal Attributes: Self-motivated, mature, teamwork-oriented, reliable, personable and tolerant of others.</p>

PURPOSE OF THE ROLE

The role of every Sports Coach is to deliver a great sports experience for our students, ensuring that Caulfield Grammar Schools (CGS) policies and procedures are applied effectively and reinforced at all training sessions and in competition and that each of these sessions is underpinned by the School's key values. Quality learning in Sport at CGS means a commitment to the values of:

- Fair Play
- Respect
- Development and full participation of all students, recognising their individual capacities and potential
- Pastoral care of our students
- Teamwork
- Excellence

MISSION

To enable quality learning every day in every experience for every learner for life.

ROLE

KEY RESULT AREAS (KRA)	KEY TASKS	KEY PERFORMANCE INDICATORS (KPI)
Induction & Orientation	<ul style="list-style-type: none"> • Participation in the New Coach Induction day • Participation in the Campus-based Season Briefing • Participation in the Sports-specific Professional Development Session 	<ul style="list-style-type: none"> • Coaching and presentation is conducted in line with School's vision and policies relating to the CGS Sports Program • Learning from PD session is incorporated within coaching sessions

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<p>Training Sessions and Match Day/Regattas</p>	<ul style="list-style-type: none"> • Attendance at all Daily Briefing Sessions • Adhere to all relevant guidelines and instructions issued by Sports Staff • Submission of attendance rolls and team sheets • Sessions are planned and well organised • Appropriate warm-up/cool-down activities utilised • Sessions commence on time and run for a full session • Actively involve all students in training • Positive and appropriate interaction with other staff, students and parents • Equipment returned and in good condition, including first aid kits • Injury / incident reports submitted in a timely manner for all incidents • Communicates effectively with students – regarding match/regatta arrangements and team/crew selections • Team/crew selections – all students have opportunities during season • Represent school in professional manner, including dress and communication style • Consistent positive role model for students • Positive and appropriate interaction with other staff and students • Match/regatta reports and absentees submitted in a timely manner 	<ul style="list-style-type: none"> • All briefing sessions are attended • Attendance rolls and team sheets are accurate and returned to campus sports administrators/co-ordinators on the same day session is conducted • Feedback from participants and parents is positive • Sessions are appropriate for student ability levels and run as scheduled • Equipment is returned, maintained and stored appropriately • Injury / incident reports are completed accurately and submitted as soon as practicable following the incident • Improvement in individual skills, match/regatta performance and teamwork • High levels of student enjoyment and satisfaction • All students and parents where necessary, are communicated with appropriately regarding their selection within the sporting program prior to team/crew selections being published.
<p>Award and Recognition Program</p>	<ul style="list-style-type: none"> • Submission of recommendations for awards 	<ul style="list-style-type: none"> • All recommendations are submitted in a timely manner
<p>Child Safety</p>	<ul style="list-style-type: none"> • Be aware of, understand and comply with the principles of the Child Safe Standards. • Ensure adherence to the School's Child Safety Code of Conduct, including the Child Safe Standards, and demonstrate behaviours in accordance with these. • Complete Child Protection training upon commencement at the School, and as required from there on in. • Take all reasonable steps to protect students from abuse. • Report any reasonable belief that a child's safety is at risk as per school policies and procedures. • Be committed to providing a safe physical and emotional environment where students are respected and treated with dignity in an appropriate professional and caring manner. 	<ul style="list-style-type: none"> • All behaviour and action is undertaken in line with CGS policy expectations.

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Work Safely	<ul style="list-style-type: none">• Ensure you behave in a way that is safe and appropriate in all situations.• Undertake any training as required for the effective performance of your duties.• Follow the CGS Occupational Health and Safety policy and procedures.• Report any hazards, accident and incidents.	<ul style="list-style-type: none">• Student and staff safety is maximised.• Students and staff are not exposed to unnecessary risk of harm.• All CGS policy compliance is met.
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This job description reflects the schools' assignment of essential functions; and nothing in this herein restricts management's right to assign or reassign duties and responsibilities to this job at any time.

CERTIFICATION	
LINE MANAGER Signature: _____ Date: _____	FUNCTIONAL HEAD Signature: _____ Date: _____