



# POSITION DESCRIPTION

<b>Job Title</b>	<b>Casual Sports Coach - 2019</b>
<b>Location</b>	Shelford Girls' Grammar, 3 Hood Crescent, Caulfield 3161, or elsewhere as reasonably directed by the School, including locations which are external to the School where school sport has been scheduled.
<b>Hours</b>	Casual engagement(s)
<b>Working Relationships</b>	<p>During engagement(s) the casual Sports Coach:</p> <ul style="list-style-type: none"> <li>• Reports in the first instance to the Head of Sport</li> <li>• Is accountable to the Principal</li> <li>• Liaises with other Staff, Students, Parents, and the broader School community</li> </ul>
<b>Key Selection Criteria</b>	<ul style="list-style-type: none"> <li>• Experience in sports coaching at a senior school level (preferred)</li> <li>• Relevant coaching qualifications (preferred)</li> <li>• First Aid and Anaphylaxis Management Qualifications (HLTAID003 or equivalent)</li> <li>• A current Working with Children Check (or be willing to obtain)</li> <li>• Victorian Driver's Licence (Heavy Vehicle) (not essential)</li> <li>• Excellent communication skills</li> <li>• Ability to work individually and as part of a team</li> </ul>

## Duties/ Responsibilities

During engagement(s), a casual Sports Coach is responsible for providing quality coaching services to the students of Shelford Girls' Grammar.

### Key Responsibilities

During engagement(s) a casual sports coach will be expected to:

#### Coaching

- Conduct structured and organised training sessions
- Actively involve students in training and matches
- Keep accurate records of attendance at training and matches
- Select teams for fixtures. This includes the selection of players and officials (where applicable)
- Ensure that all match, training and fixture information is communicated to all players
- Communicate match results and absentees to the Head of Sport
- Maintain all issued equipment and report any loss or damaged equipment to the Head of Sport
- Coach as directed by the Head of Sport
- Provide pastoral care and supervision at training, during transportation, and at matches
- Ensure appropriate warm up/ cool down activities are utilised
- Provide first aid to students as required, and submit incident/ injury reports as required in a timely manner
- Instruct students on safe sporting techniques to prevent injury
- Promote the goals/objectives of the sports program as set by the Head of Sport

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- Participate in induction activities as directed by the Head of Sport

#### **If driving School Buses;**

- Operate the bus in a safe and responsible manner
- Be fully compliant with all relevant laws, regulations and school policies
- Ensure the bus is left in a clean state, and is safely and securely stored
- Pick up and drop off students as per advised schedules
- Ensure students are aware of the rules and responsibilities as passengers including wearing seatbelts
- Maintain order, safety and security on the bus
- Maintain a blood alcohol and drug level of zero while driving the buses at all times
- Maintain concentration at all times while driving, and report to the Head of Sport, Business Manager or Principal if fatigued
- Maintain a Heavy Vehicle Drivers Licence, and report to the Head of Sport, Business Manager or Principal any loss of licence or conditions imposed
- Conduct regular bus inspections and report any safety issues or hazards to the Property Manager

#### **School Values**

- Support the School values of Respect, Integrity, Passion and Creativity

#### **Child Safety and Protection**

Shelford Girls' Grammar is a child safe environment. Our school actively promotes the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations and the child safe standards.

Staff have a responsibility to:

- Have knowledge of the relevant laws, and the school's Code of Conduct, Child Safety and Protection Policy and Mandatory Reporting Policy, and comply with all requirements
- Read and formally acknowledge his/her 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 Head of Sport, relevant Head of School or Principal
- Fulfil their obligations as mandatory reporters including reporting to external authorities where applicable

#### **Occupational Health and Safety (OHS)**

- Comply with Victorian OHS legislation and Shelford Girls' Grammar OHS policies and procedures
- Perform duties in a safe manner without risk to his/her own health and safety, or the health and safety of others including, but not limited to students, other staff, contractors, volunteers and visitors
- Report any hazard, incident, injury or illness as soon as practicable
- Make OHS a priority, by completing, or contributing to, required risk management plans whilst undertaking tasks in the School's operations

#### **Additional Related Duties/Responsibilities**

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other work tasks, not specifically stated, and the School may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the School.

#### **Qualifications**

- Relevant coaching qualifications or experience
- First Aid and Anaphylaxis Management Qualifications (HLTAID003 or equivalent)
- A current Working with Children Check (or be willing to obtain)
- Victorian Driver's Licence (Heavy Vehicle) (not essential)

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## Skills and Experience

- Experience in sports coaching at a senior school level (preferred)
- A current Working with Children Check (or be willing to obtain)
- Demonstrated interest in competitive rowing
- Excellent communication skills
- Ability to work individually and as part of a team
- Completion of DET Mandatory Reporting Training will be undertaken (if not completed already)

## Personal Attributes

- A strong work ethic
- Punctuality
- A caring and supportive approach to students

## Requirements of Role

Rare: 1 – 7%, Occasional = 8 – 33%, Frequent 34 – 66%, Constant 67 – 100%

Lifting/ Carrying (Occasional)	<input checked="" type="checkbox"/>	Communication with Stakeholders (Constant)	<input checked="" type="checkbox"/>
Driving (Rare)	<input checked="" type="checkbox"/>	Sitting (Occasional)	<input checked="" type="checkbox"/>
Using stairs (Occasional)	<input checked="" type="checkbox"/>	Potential travel interstate and overseas	
Working to constant deadlines (Occasional)	<input checked="" type="checkbox"/>	Conflict resolution (Occasional)	<input checked="" type="checkbox"/>
Riding a push bike		Carrying and use of a megaphone (Rare)	<input checked="" type="checkbox"/>
Working outdoors (Constant)	<input checked="" type="checkbox"/>	Standing (Frequent)	<input checked="" type="checkbox"/>
Walking (Frequent)	<input checked="" type="checkbox"/>	Running (Frequent)	<input checked="" type="checkbox"/>
Talking (Frequent)	<input checked="" type="checkbox"/>	Listening (Frequent)	<input checked="" type="checkbox"/>

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# SHELFORD SPORTS PROGRAM OUTLINE 2019

Activity	Term 1	Term 2	Term 3	Term 4
<b>Major Carnivals Sports</b> <ul style="list-style-type: none"> <li>• Training Meets</li> <li>• Preliminary Carnivals</li> <li>• Championship Carnivals</li> <li>• Finals Events (S&amp;D, T&amp;F)</li> </ul>	Diving Swimming	Cross Country	Track and Field	
<b>Events</b>	Golf			
<b>Tournaments</b>		Lawn Bowls (Year 7 – 12) Basketball (Snr)	5 A Side Soccer (Year 7 - 9/ Year 10 – 12)	
<b>Weekly Sport</b> Junior (Year 7 & 8) Inter (Year 9 & 10) Senior (Year 11 & 12) Unless specified	Indoor Cricket Softball Tennis	Australian Football (Year 7 - 8, Year 9 – 12) Hockey Netball Water Polo (Year 9 – 12)	Badminton Soccer Volleyball	Basketball Cricket (Year 7 - 8, Year 9 – 12) Water Polo (Year 7 - 8)
<b>Year 7 Participation Program</b>				Sport Expo

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