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**POSITION TITLE:** Head of Aesthetic Sports

**PREPARED:** November 2017

**REPORTS TO:** Director of Cocurriculum

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#### POSITION PURPOSE

The Head of Aesthetic Sport is responsible for the oversight and administration of the College's Aesthetic Sports program.

The role will include developing operational and strategic goals for achieving 'sporting excellence' and active support for the coaches, squads, assisting staff and the community, in line with the college's cocurricular values and philosophies.

#### POSITION STATUS

The Head of Aesthetic Sport position is a full-time position across the whole year with four weeks annual leave and College deemed shut down days, usually four per year.

It is expected that this role will have times that require evening and weekend work and an agreed time in lieu will be determined throughout each year.

The Head of Aesthetic Sports works in collaboration with the Head of Community Sport.

#### ESSENTIAL JOB FUNCTIONS

The Head of Aesthetic Sport will be responsible for the *operational, logistical and administrative* oversight of the following Aesthetic Sports across the college:

- Cheer Sports includes Pom, Dance & Stunting
- Sports Aerobics and Hip Hop
- Gymnastics Program

The Head of Aesthetic Sport, in conjunction with the Director of Cocurriculum and the Head of Community Sport, is responsible for all aspects of the programs, including the oversight and organization of inter-school, state and interstate competitions, and ALL training session. Key relationships with associations and governing bodies are expected to be cultivated and developed.

The Head of Aesthetic Sports will at times, be required to undertake coaching and supervisory roles across all of the Aesthetic Sports offered by the College.

#### Experience In/Credentials/Accreditation:

- Cheer Credentialed - at Least Level 3 with experience in coaching other cheer squads up to Level 3;
- Gymnastics Australia Coach Accreditation – at least **ADVANCED** accreditation;
- Extensive knowledge of the AACSF and USACF Cheer rules and an understanding of the new Varsity scorecard;
- Extensive knowledge and understanding of the USASCF and AACSF Safety Regulations;
- Minimum First Aid Level 2;
- Liaising with coaches on risk assessment and injury prevention;
- An understanding of scholastic Sports Aerobics and Hip Hop programs.

Other tasks include but are not limited to the following

KEY RESPONSIBILITIES	DUTIES AND ESSENTIAL JOB FUNCTIONS
<p><b>Develop the Aesthetic Sport program across the whole school and align the program from ELC-senior sport</b></p>	<ul style="list-style-type: none"> <li>• Evaluate and develop up-to-date and best-practice programs in consultation with Director of Cocurriculum</li> <li>• Liaise with professional bodies e.g. Sport associations, universities etc. to ensure and develop the best programs and pedagogical approaches</li> <li>• Develop new programs in consultation with the Director of Cocurriculum</li> <li>• Assist with the development of a sequential, vertical program to support student participation across the Aesthetic Sports from p-12</li> <li>• Provide a consistent program across all of the aesthetic sports, including training, OHS and Risk assessments and opportunities for student leadership</li> </ul>
<p><b>Ensure the welfare of students and development of social, physical and mental attributes are appropriate</b></p>	<ul style="list-style-type: none"> <li>• Organise and facilitate the opportunity for students to participate in the appropriate aesthetic sports and ensure that they are comfortable with, and prepared for competitions</li> <li>• Communicate with students, parents and staff</li> <li>• Ensure: (a) the welfare of all students, staff and coaches are attended to, and (b) they have a positive experience from participating in the Aesthetic Sport programs</li> </ul>
<p><b>Attend and organise Aesthetic Sports meetings, school events/assemblies and training sessions</b></p>	<ul style="list-style-type: none"> <li>• Attend scheduled meetings to discuss and review programs; in consultation with the Director of Cocurriculum</li> <li>• Align the Aesthetic Sports program with College strategic goals and objectives</li> <li>• Organise program and activity planning meetings for coaches</li> <li>• Attend association meetings as required</li> <li>• Organise the Try Out/Audition Day</li> <li>• Flexible hours that may include before &amp; after school hours and weekends</li> </ul>
<p><b>Lead and develop coaches in professional learning</b></p>	<ul style="list-style-type: none"> <li>• Liaise with coaches and guide professional learning (PL) programs</li> <li>• Organise Induction of new coaches through and with the Director of Cocurriculum</li> <li>• Role model exemplary coaching dispositions; exceptional work ethic, organisational and people skills</li> <li>• Ensure coaches have necessary credentials i.e. First Aid, CPR, WWCC, qualifications, Child Safe, critical incident training</li> </ul>
<p><b>Review and evaluate coaching performance and programs</b></p>	<ul style="list-style-type: none"> <li>• In consultation with the Director of Cocurriculum, oversee coach appraisal and effective learning programs involving peer and ongoing feedback</li> <li>• Coaches reviews; identify strengths/weaknesses within the coaching group and support through purposeful professional; development and training</li> <li>• Seek continual improvement, by evaluating the Aesthetic Sport programs; striving towards becoming the best Aesthetic Sports program in the independent school system</li> </ul>
<p><b>Oversee key administrative tasks</b></p>	<ul style="list-style-type: none"> <li>• Ensure payment slips from coaches are submitted on time, arrange for authorization and pass onto Finance</li> <li>• Assist with the development of an Aesthetic Sports Information Booklet</li> <li>• Coordinate Uniform orders, leotard orders, shoe orders, Bow orders</li> <li>• Ordering of miscellaneous equipment - including poms, trophies for presentation night</li> <li>• Certificates for participations - liaise with Marketing, order trophies and medals for presentation assemblies</li> </ul>

<p><b>Oversee key administrative tasks</b></p>	<ul style="list-style-type: none"> <li>• Through the Deputy Principals PA, book assemblies for the Captain &amp; Vice-Captain badges presentations</li> <li>• Registration/waivers/entries/excursion forms - submit for all competitors for each competition</li> <li>• Booking of training venues for entire year</li> <li>• Keep STL link page updated with information, photos &amp; results</li> <li>• Prepare newsletters items/results/photographs for Junior School, 5/6 school, Middle School &amp; Senior School</li> <li>• Prepare yearly calendar of competition dates</li> <li>• Emails to parents of competitions</li> <li>• Responding to student &amp; parent emails</li> <li>• Develop and send weekly emails to students, relevant college staff, parents and coaches</li> <li>• Liaise with event organisers and ensure that correct registration procedures are attended to</li> <li>• Attend all major competitions</li> <li>• Organise music for teams; including musical back up on CD's iPhone, iPod for competitions</li> <li>• Ensure all external venues have risk management procedures and/or complete risk management documentation</li> <li>• Ensure First Aid kits and procedures are adhered to</li> <li>• Medical waiver forms to be completed and ready for each competition</li> <li>• Submit all photos of events to marketing</li> <li>• Prepare the end of year slideshow for Aesthetic Sport presentation evenings</li> </ul>
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### Essential Skills

- Establishing purposeful programs to promote Aesthetic Sports programs across the college
- Developing programs that will assist in preparing athletes for regular sporting competitions
- An ability to inspire and excite young people and staff
- An ability to be a role model for young people and staff
- Excellent communication skills and the ability to work effectively with a wide variety of people – students, parents, teachers and professional & community bodies
- Exemplary organisational, planning and time-management skills – includes planning of events, attending to the preparation of the college calendar (in conjunction with the Director of Cocurriculum) and keeping staff informed of any upcoming events/activities
- An ability to seek feedback and apply it to improve performance
- Experience and knowledge in coaching and program development
- Thorough understanding of skill acquisition from early learning to late adolescence; informed by current research and best practice

## **OTHER SKILLS AND ATTRIBUTES**

- Discretion and confidentiality are essential
- Initiative and confidence to make contributions/suggestions
- Time management skills - able to work to deadlines
- Overall good interpersonal skills when working in a team environment

## **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.

It is a condition of employment that all staff provide a Criminal Record check (if requested) and Working with Children Check (WWCC) or Victorian Institute of Teaching (VIT) before their position will be confirmed.

- The College:
  - is an equal opportunity employer;
  - complies with the requirements of the Privacy Act;
  - has a strong commitment to OH&S;
  - 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 efficient.

## **Child Safety and Protection Responsibilities**

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

The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Safety and Protection programme across the entire College community.

All staff are responsible for understanding and applying the College's Child Safety and Protection Policy and procedures including being compliant with the Child Safety Code of Conduct and being proactive in reporting any concerns or identified risk.

Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.