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**Position Title:** Casual Sport Coach

**Prepared:** March 2020

**Reports To:** Head of Sport

**Prepared by:** Head of Human Resources

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### 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.

### Qualifications and Skills – Must Be Current and Up-To-Date

- Working with Children Check (Employee)
- First Aid
- CPR
- Anaphylaxis – completed online then can be verified at the College
- Minimum level 0 coaching qualification

### 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"><li>• Ensure that students always feel safe: emotionally, mentally and physically</li><li>• Plan and provide opportunities for students to develop socially – positive feedback and encouragement</li><li>• Provide opportunities for all students to contribute and feel a strong sense of belonging</li></ul>
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"><li>• Develop a game plan and framework in line with overall sport outcomes</li><li>• Develop training sessions</li><li>• Apply skills (techniques and tactics) within games</li></ul>
3. Conduct developmentally appropriate training and coaching games, including providing clear feedback to students	<ul style="list-style-type: none"><li>• Organise teams, training sessions and accurate record-keeping</li><li>• Maximise participation, motivate, enthuse and develop good training habits of students</li><li>• Provide clear, useful feedback to individuals and teams</li></ul>

4. Contribute fully to the sport program	<ul style="list-style-type: none"> <li>• Assisting in all aspects of the sport program, which might include year 5-9 sports skills</li> <li>• Assisting and attending key sport days, including house competitions (athletics, swimming, cross-country)</li> </ul>
5. Review and evaluate coaching performance	<ul style="list-style-type: none"> <li>• Perform ongoing self-appraisals of coaching and sport</li> <li>• Perform ongoing appraisals with Head of Sport</li> <li>• Perform ongoing appraisals from students</li> </ul>
6. Participate in ongoing coach and personal development	<ul style="list-style-type: none"> <li>• Attend regular coach's meetings</li> <li>• Regular meetings with Head of Sport</li> <li>• Reading and researching in sport coaching</li> <li>• Attend/complete formal coaching courses</li> <li>• Training as required e.g. anaphylaxis, concussion, asthma management</li> </ul>

### 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
- For the position of coaching, it is also a requirement to have anaphylaxis, current CPR and First Aid certification.
- Any other tasks as deemed appropriate

### 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.

### 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 an Employee Working with Children Check or VIT before their position will be confirmed. A Criminal Record check may also be requested in certain circumstances.

- 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 Safe 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 Safe Programme across the entire College community.

All staff are 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.

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.