



**St Leonard's College**

An education for life.

# General Staff

## Position of Responsibility

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**Position Title:** Head Coach and Coordinator of Athletics & Cross Country  
**Dated:** April 2022  
**Manager:** Head of Sport in consultation with the Director of Cocurriculum  
**Approved by:** Head of Human Resources

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### Position Purpose

To provide dynamic leadership of the St Leonard's College athletics & cross country squads by successfully igniting the passion and interests of all those connected to the community. The Head Coach and Coordinator of Athletics & Cross Country will foster a positive and rewarding environment that celebrates both performance and fitness aspects across the program.

### Position Status

Fixed term full time term time, status as per contract of employment.  
Four weeks annual leave and College deemed shut down days are inclusive in a term time position and are part of College term breaks.

### Reporting Relationships

The position of Head Coach and Coordinator reports directly to Head of Sport in consultation with the Director of Cocurriculum and ultimately to the Principal.

### Working Relationships

The position of Head Coach and Coordinator supports a variety of relationships with other members of the College cocurriculum team and works alongside coaches and teaching staff to develop and facilitate the various Athletics & Cross Country programs.

### Duties and Essential Job Functions

| KEY RESPONSIBILITIES   | DUTIES AND ESSENTIAL JOB FUNCTIONS  |
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| 1. Provide Leadership and strategic direction to the Athletics & Cross Country programme at St Leonard's College | <ul style="list-style-type: none"><li>• Develop and implement a strategic direction/plan for athletics &amp; cross country at St. Leonard's College</li><li>• Appoint, mentor and develop coaches for the programs. Conduct regular meetings (minimum 1 per term) to discuss individual and program reviews</li><li>• Maintain knowledge and update research into best practice for performance. Ensure staff are updated regularly (minimum 1 session per term)</li><li>• Mentor and assist school student leaders to take on responsibility as captains and learn the skills of leadership through their involvement in the program</li></ul> |

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| <p>2. Create and maintain an inclusive, positive culture that enhances athletics and cross country from both a performance and fitness perspective</p> | <ul style="list-style-type: none"> <li>• Ensure students feel safe; emotionally, mentally and physically</li> <li>• Have a visible presence as Head Coach at training sessions</li> <li>• Appoint staff to meet the needs and direction of the College</li> <li>• Oversee the selection of school squads that reflect a gender balance – particularly for ACS and SYDSA School carnivals</li> <li>• Oversee the development of fundamental fitness within the curriculum at St Leonard's and assist with the delivery of this program</li> <li>• Plan for and provide opportunities for students to develop socially. Provide positive feedback and encouragement. Require all staff in the program to do so</li> <li>• Provide opportunities for all students to contribute to their training and competitions and for them to feel a strong sense of belonging</li> <li>• Work with the Head of Sport to run the House Athletics and Cross Country Carnivals</li> <li>• Work with the Head of Sport in the selection of members to the school athletics and cross country squads</li> <li>• Plan, organise and facilitate the delivery of Athletics and Cross Country training sessions, including 'Running Club', with a view to engage and ignite a passion for the programs all year round</li> </ul> |
| <p>3. Deliver results that reflect improved performance and/or fitness in both individual and team competitions</p>                                    | <ul style="list-style-type: none"> <li>• Identify, select and develop school athletics and cross country teams for competition in ACS/SYDSA carnivals to perform at their best both individually and as a team</li> <li>• Prepare students for Athletics Victoria-sanctioned events that provide representative/selection opportunities; attend these events as Head Coach</li> <li>• Talent identify current or future potential athletes to join the program (both internally and externally)</li> <li>• Deliver programs to develop and strengthen athletics and cross country skills across all ages and abilities</li> <li>• Develop and deliver a periodized training program suitable for all athletes entering competitions</li> <li>• Support elite and emerging athletes through pathway connections and mentoring opportunities</li> <li>• Integrate functional skill development with sport performance/participation by using school facilities in a scoped and sequenced program for Years 5-12</li> <li>• Safeguard the wellbeing of students – work with students who are injured or require rehabilitation to return to competition</li> </ul>  |
| <p>4. Maintain, enhance and develop varied working relationships</p>   | <ul style="list-style-type: none"> <li>• Maximise the working relationship with the sports coaches to ensure a cohesive and professional delivery of programs in the athletics and cross country program</li> <li>• Research, recommend, introduce and oversee other working relationships with community groups to maximise participation for students in competitions for athletics and cross country</li> <li>• Be well informed of developments across the athletics and cross country sector in the geographical area and beyond</li> </ul>   |

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|   | <ul style="list-style-type: none"> <li>• Assist, where possible, in the wider sport program, which might include year 5-9 sports skills</li> <li>• Assist, where possible, and attend key College sport days, including house competitions (athletics, swimming, cross-country)</li> </ul>  |
| 5. Oversee and Manage the overall administration required for the athletics and cross country program | <ul style="list-style-type: none"> <li>• Maintain accurate records on the school's system of all athletes in the program</li> <li>• Maintain accurate records of the coaching staff roster</li> <li>• Manage all online systems in place to monitor and document squad attendance and programs</li> <li>• Liaise and lead the delivery of communication across all areas of the school – this requires accurate and timely oversight with multiple stakeholders</li> <li>• Follow all school processes for student activities</li> <li>• Communicate effectively and professionally with students, staff and parents</li> <li>• Ensure that all information required for parents and participants is accurately and regularly communicated</li> </ul> |
| 6. Fulfill all financial and registration requirements  | <ul style="list-style-type: none"> <li>• Ensure all activities are according to the allocated budget determined by the Head of Sport</li> <li>• Ensure all billing and payments are accurate and up to date</li> <li>• Ensure all registrations required for Athletics Victoria are up to date</li> <li>• Review other memberships and recommend those that may be beneficial to the school</li> <li>• Take responsibility for coach timetabling to ensure budget obligations are met regarding terms of employment.</li> </ul>   |
| <b>Any other tasks deemed appropriate for the role.</b>   |   |

### Other Functions and Responsibilities

- Be able to identify potential risks in relation to Occupational Health and Safety and report accordingly.
- Be self-motivated and able to work without supervision
- Be available to work flexible hours including some evening and weekends. Time in Lieu or payment is available for any out of hours work.

### Specific Qualifications and Skills for the role

- Must have, or be working towards, the *Athletics Australia- Level 2 Club Coach* (or equivalent) qualification
- A minimum *Athletics Australia - Level 1 Coaching* or Australian Track and Field Coaches Association (ATFCA) *Foundation Course* accreditation. Further National or recognised accreditation will be highly regarded
- Current first aid
- Current CPR
- Current Anaphylaxis

## Qualifications and Experience

It is a condition of employment that all staff provide a current Employee Working with Children Check or VIT before their position will be confirmed. A Criminal Record check may also be requested in certain circumstances.

For Teachers at the College, VIT registration and a tertiary qualification in Education is required as a minimum.

For General Staff at the College, appropriate qualifications or experience for the specific role is a requirement.

## Child Safe Responsibilities and Requirements

St Leonard's College has zero tolerance for child abuse.

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

All employees are required to have a positive history of working with children, and be able to demonstrate their suitability, experience and attributes in relation to child safety.

Prior to commencing employment information will be collected in order to establish suitability for child-connected work as defined in Ministerial Order 870.

Everyone working at St Leonard's College is responsible for the care and protection of the children and young people within our care and reporting of information about suspected child abuse. This includes not only a strong belief but also a legal requirement to comply with the child safety and protection obligations under Ministerial Order No. 870, and a strong commitment to be actively engaged in the College's child safe culture.

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Be 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, and will be required to read and formally acknowledge their 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 Principal or delegate
- Teachers, nurses and psychologists fulfil their obligations as mandatory reporters
- Report any suspicion that a child's safety may be at risk to their supervisor (or, if their supervisor is involved in the suspicion, to the Principal or delegate)
- Promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children
- Promote the safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds
- Promote the safety, participation and empowerment of children with a disability
- Provide an environment that is supportive of all children's emotional and physical safety

## 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.

This position is covered by the conditions stipulated in the *St Leonard's College Agreement 2020*, and any subsequent Agreement.

It is a condition of employment that all employees are compliant with COVID-19 Mandatory Vaccination (Specified Facilities) Directions and any subsequent vaccination directions.

- The College:
  - is an equal opportunity employer
  - complies with the requirements of the Privacy Act
  - has a strong commitment to Health, Safety and Wellbeing
  - 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.