



# ST MARGARET'S ANGLICAN GIRLS SCHOOL

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## **Position Description:**

**Coach**

## **Reports to:**

**Head of Sport through the Lead Coach**

## **School Ethos**

St Margaret's Anglican Girls School, a School of The Society of the Sacred Advent Schools Pty Ltd, is committed to providing quality educational opportunities for girls within the context of the Anglican Schools Ethos. This extends to providing care for students who live away from home to pursue their education. Staff demonstrate the School Ethos by:

- Reflecting and nurturing the mission and vision of the School
- Demonstrating commitment to Christian leadership through vision, service and example in an Anglican context
- Motivate and energise students by fostering quality relationships
- Maintaining confidentiality and overt support for the School and its strategic direction
- Consistently demonstrating professional competence and apply current knowledge and innovations in educational trends
- Consistently demonstrating commitment to the School's core values of faith, integrity, spirit, respect, courage and passion and the St Margaret's Way

## **Position Purpose**

The role of coach is to deliver coaching sessions developed by the Lead Coach and which encourage students in skill and technique development.

## **Other Information**

All employees of St Margaret's School are required to:

- maintain a degree of flexibility in working hours from time to time as required for the position
- accept that the School reserves the right to modify the position to meet its operating needs
- assist and relieve in other positions from time to time.
- demonstrate support for the School's philosophy, policies and procedures, core values and commitment to the Anglican ethos
- undertake other reasonable and relevant duties within skills, knowledge and capabilities and as directed by the Principal or their representative.

## **Key Responsibilities**

- Conducting weekly training sessions as per the coaching program
- Implementing training and coaching strategies as set out by the Lead Coach
- Making regular contact with the Lead Coach to assist in the monitoring and success of the program
- Assisting students with skill and technique development
- Providing dynamic, flexible and effective instruction to students
- Creating and maintaining a supportive and motivating environment
- Regularly providing constructive informal feedback to students on their progress
- Developing a rapport with, and demonstrating genuine concern for all students
- Monitoring the behaviour and attitude of all students
- Supporting and administering school policies relating to discipline, punctuality and dress standards for students. This includes keeping daily records in the coach's diary.
- Keeping a record of attendance and submitting this to the Lead Teacher and Teacher Assistants
- Acting as a first point of contact for parents where appropriate or making a referral to the Sport Coordinator or Head of Sport - Secondary.

## **Ensuring the School's ethos and values are reflected in the employee's manner**

- Consistently role model behaviour and values that demonstrate support for and commitment to Christian and the School values and ethos. This includes demonstrating respect for every member of the school community
- Reporting matters relating to student protection directly and immediately to the Principal
- Attending events to support the School as appropriate
- Ensuring communication records are maintained and provided to other staff as required
- Communicating effectively with all teaching staff, parents, students and all other staff
- Encouraging cooperative parent contact and fostering positive community attitudes toward the School
- Playing an active role in supporting the cleanliness and safety of the School site
- Following safe working procedures developed for the School
- Obtaining and keeping current a Working with Children – Blue Card, issued by Blue Card Services (Queensland Government) (as varied or replaced from time to time).

## **Act professionally and lawfully by complying with all guidelines, policies and procedures as set out in legislation, the current Anglican Schools Enterprise Agreement and other School policies**

### **Student Protection**

St Margaret's supports the rights of children and young people and is committed to the safety, welfare and wellbeing of students and expect all staff and volunteers to share this commitment. Staff must:

- Be informed of their responsibilities in relation to student protection, including but not limited to, attending all Student Protection training and being familiar with relevant school policies
- Follow all legislative requirements and school policies relating to student protection.
- Wear your name badge at all times.

- Immediately report any suspicions of inappropriate, unlawful or unusual behaviour of students, colleagues or outsiders relevant to the School and its duty of care to protect students and staff from harm (self or other)

### **Workplace Health and Safety**

To comply with WHS 2011 legislation, all employees are responsible for the safety of themselves, students, visitors, volunteers and fellow staff members. They must:

- Report any hazards or potential hazards immediately;
- Report any accidents involving students;
- Co-operate in any emergency drills and safety audits;
- Undertake WHS training as required;
- Follow all safety procedures and instructions;
- Lodge risk assessments for all external and internal risk activities and
- Not introduce any equipment, materials, appliances or chemicals to the school that do not meet the required safety standards

### **SELECTION CRITERIA**

- Willingness to support the School's core values and Anglican ethos.
- Relevant certification and qualifications in the sport to a beginner or intermediate level.
- Relevant coaching experience.
- Experience playing the sport.
- Ability to apply well-developed communication skills to develop rapport and relationships with students, staff and parents.
- Willingness to work collaboratively and effectively with other members of the school community.
- Current first aid certificate.

*St Margaret's supports the rights of children and young people and is committed to the safety, welfare and wellbeing of students and expect all staff and volunteers to share this commitment. All candidates are required to undergo a screening process prior to appointment and successful candidate must comply with School policies and relevant legislation relating to Student protection.*

**IT IS A CONDITION OF EMPLOYMENT THAT APPLICANTS MUST POSSESS A POSITIVE NOTICE BLUE CARD FOR CHILD-RELATED EMPLOYMENT PRIOR TO COMMENCEMENT**