



POSITION DETAILS:

Position Title:	Sport Coaching & Development Co-ordinator
Group:	Junior School, Physical Education, and Sport
Supervisor:	Head of Sport Development
Direct Reports:	Heads of each Sport
Classification:	Level 3
Date of Last Review:	October 2019

PRIMARY ROLE/PURPOSE:

Under the supervision of the Head of Sport Development, the Sport Coaching & Development Co-ordinator is responsible for the support of coaching staff to assist in the overall performance of the Sporting Program. This position will provide assistance to the Head of Sport Development and Heads of Sport to help manage, organise and communicate with School staff, volunteers, parents and students. The position is responsible to the Head of Sport Development for the day to day performance of duties. Employees at this level are expected to use initiative, discretion and judgement in the performance of their duties.

KEY ACCOUNTABILITIES:

Duties in collaboration with the Head of Sport Development

- Assist each Head of Sport to recruit both internal and external Sport Coaches and Managers
- To act as a point of contact for all coaching staff and managers within the Sporting Program;
- Monitor the involvement of coaching staff;
- Organise external organisations to come into the School for sport coaching clinics (where appropriate), eg. AFL, Hooked in Hockey, Net Set Go, etc.;
- Assist in the establishment of links with the broader community and promote St Paul's School to the wider community as a quality educational provider;
- Develop networks with local clubs and/or state/national authorities;
- Oversee the production and review of risk assessments for all activities undertaken in the Extra-Curricular Sporting Program of the School;
- Provide support for Coaching staff as required;
- Provide professional development opportunities for Coaching staff;
- Develop and distribute a "Coaching Pack";
- Communicate with Coaching staff in matters relating to the School's Sporting Program;
- Develop a long-term Coaching plan for skill development where appropriate.

Duties in collaboration with the Extra-Curricular Co-ordinator and Teacher Aides

- Assist in the organisation of Inter-House sporting carnivals;
- Co-ordinate and organise all sport practices, including timetabling of training sessions;
- Maintain all sporting equipment other than Secondary Physical Education equipment.

District and Regional Sport

- Attend School sporting events as required (eg. Swimming, Athletics, JTAS, Bramble Bay, Junior School Sports Development Days, Queensland running etc.).

Other

- Additional duties as allocated by the Headmaster.

KEY SELECTION CRITERIA:

Qualifications

- No formal qualifications are required for the position;
- Experience in using The Alpha School System (TASS) would be an advantage.

Essential

- Effective organisational and interpersonal skills;
- Effective communication, written and verbal skills;
- Experience in coaching (preferably school age students);
- ICT proficiency;
- Ability to work to deadlines;
- Sound conflict resolution skills;
- Ability to work effectively with general supervision;
- A willingness to be a member of a team and to work collegially with other staff members;
- High level of professional standards and conduct;
- Experience working in a School setting would be an advantage;
- Willing support for the Anglican Ethos of the School;
- Possession of, or the ability to acquire, a current blue card (Working with Children Check by Blue Card Services);
- Agree to undergo a Criminal History/Police Check conducted by the School;
- **Must be an Australian resident and eligible to work in Australia.**

Desirable

- Knowledge of the TAS (The Associated Schools) sporting organisation;
- Coaching qualifications;
- Experience in a co-educational school setting.

Criminal History Checks

- The School will conduct a Criminal History/Police Check on the successful applicant;
- The offer of this position is subject to the successful outcome of the Police Check and the Working with Children Check application;
- Should the Police Check or the Working with Children Check application reveal a negative outcome, the offer of this position will be immediately withdrawn.

AUTHORISATION:

I hereby agree that this Position Description accurately reflects work requirements.

Headmaster

Paul Browning

Name

Signature

Date

**Sport Coaching &
Development
Co-ordinator**

Name

Signature

Date

ATTACHMENT – ST PAUL’S SCHOOL

ETHOS STATEMENT

The School’s Purpose is “to prepare resilient, global citizens, who are innovative thinkers, with a heart for servant leadership.”

The School’s Vision is “Leading in educational thinking and practice.”

The School’s Values are:

By **Faith** and by **Learning** we strive to grow in **Community** with God and each other, valuing each person and celebrating individual excellence.

We value Faith believing where:

- Each person is a unique creation of a loving, redeeming God and able to be empowered and sustained by the Holy Spirit through the teaching and life of Jesus Christ.
- Each person can have a relationship with God, through Jesus Christ, demonstrated by modeling one’s life on Christ, serving others and participating in the traditions and practice of the Anglican Church.

We value Learning where:

- Students are encouraged and supported as they strive to reach their intellectual, creative, physical, social, moral, emotional and spiritual potential in a balanced and disciplined way.
- Students fully explore a range of topics, themes and concepts which have relevance, real-world application and a focus towards the future.
- A variety of student dispositions to learning are fostered through our Realms of Thinking Framework which are embedded from PP-12 across all Learning Areas.

We value Community where:

- Students, staff and families support the aims, purpose and mission of the School and serve one another using their God-given gifts.
- Students, staff and families grow together in faith and learning, promoting love, justice and mercy - at home, at School and in the wider world.
- Students remain connected to the St Paul’s community when they graduate, through a vibrant Past Students’ Association.

SCHOOL EXPECTATIONS

All employees are bound by the requirements of the School's policies and procedures as they apply from time to time, and are expected to act with integrity, and in a way that demonstrates a proper concern for the public interest expressed with a framework of a Christian educational organisation.

As such, employees at St Paul's School are expected to embrace the following statements.

As well as comply with all federal and State legislation as they apply from time to time as well as any relevant Canon Laws or Diocesan policies.

Much of the information gleaned by employees during the course of their duties is confidential and should be treated as such. Employees shall not use confidential information to gain advantage for themselves, their related persons or for any other person or body, in ways which are inconsistent with their obligation to act impartially. Nor should such information be used improperly and cause harm or detriment to any person, body, or the School.

Proof of qualifications as well as a disclosure on any matter which may affect your employment in this position will also be required prior to commencement.

LEADERSHIP EXPECTATIONS

"If a leader's actions are driven by service and dedication to a cause or a relationship then they are a servant leader."

Leadership at St Paul's is based on the philosophy of individual and School "wholeness", collaboration, teamwork and transparent decision-making. The model of leadership reflects the values central to St Paul's School, that of Faith, Learning and Community.

Leadership Principles underpinning the Leadership at St Paul's:

- St Paul's School leadership structure is **student-centred** and reflects our agreed values of Faith, Community and Learning.
- The leadership structure is **learning-centred** for both students and staff, providing opportunities for open and transparent communication and decision-making.
- Collaborative leadership based on teams enabling of ideas to be brought forward by anyone through a variety of formal and informal routes (everyone's voice deserves to be heard).
- Education of the whole person in which the intellectual, spiritual, emotional and physical development are all-important and integrated.
- The importance of creating an environment which encourages high academic achievements at senior levels by ensuring appropriate methodologies and subject content.
- The concept of St Paul's School as a single whole School, made up of three Sub-Schools each with some degree of autonomy whilst sharing many common elements.