

ARDEN



CASUAL SPORT COACH

Arden is a non-selective Anglican School providing a co-educational, Pre-School to Year 12 education, which seeks to attract, retain and develop dedicated, highly effective, values-oriented staff to all positions at the School. At Arden, we are committed to providing a positive work environment in which staff are valued and encouraged to develop professionally.

Arden is a Christian community centred on the good news of Jesus Christ. Arden's ethos is of high expectations and a commitment to academic and professional excellence. The School aims to attract and retain the best possible teachers and support staff, who are experts in their field and highly committed to the continuous improvement of their professional practice. The School's focus is to engage staff who have a passion for lifelong learning and who believe in the unique value of each student in the School. Arden welcomes applications from people of faith who are committed to the Christian aims of the School.

Staff are united in their commitment to improving the quality of teaching and learning, directly and indirectly, and are active partners in their professional learning and performance development. Arden is committed to maintaining a reflective, school-wide evaluation and ongoing development program that nurtures skilled, passionate practitioners who are a part of a collaborative team.

Arden is committed to being a Child Safe organisation. All staff are required to help maintain a child safe culture, at all times, and to act in every child's best interest and to keep them safe from harm. The School has zero tolerance for child abuse.

There is a strong collegial culture of mutual trust and support between staff and school leaders. All levels of governance are committed to embodying the Christian values of the School and a culture of servant minded leadership is fostered at all levels.

General expectations

As a member of the School's staff you will

- exhibit conduct in keeping with the School's mission and vision
- reflect and promote the School's Christian values of Love, Hope, Service, Courage, Compassion and Respect
- display integrity and sound judgment and be committed to ethical behaviour
- work constructively and collaboratively with team members and with others
- take personal responsibility for actions and consequences
- communicate effectively
- be self-motivated and use initiative to solve problems
- maintain confidentiality
- possess an openness to change
- adhere to all aspects of the terms of your employment

All staff must be committed to positive and caring relationships because of their importance to successful student learning and the high level of family involvement that exists at Arden across all aspects of school life.

Qualifications

- Coaching certification
- First Aid certification (HLTAID011) or willingness to obtain
- Child Safety in Sport certification or willingness to obtain
- Previous coaching experience in School environment (desirable)
- Concussion Management training (desirable)

Essential Experience and Skills

- Coaching background (preferred)
- Ability to stay abreast of current and developing trends in school sport (ie, new training techniques and technologies)
- Enthusiasm and the ability to motivate and engage students
- Excellent interpersonal and communication skills with coaches, students and parents
- Experience working with children and young people in a school setting is highly desirable
- Collaborative team member able to quickly establish rapport and build strong professional relationships
- Enthusiasm, initiative and innovation underpinned with strong organisation and time management skills
- Demonstrated ability to work both autonomously and collaboratively
- Sound ICT skills

Essential Values

- Learning that is inspired by faith
- Endeavour that enables the achievement of excellence
- Service that defines leadership

Personal Attributes

- Willingness to fully embrace and support the Christian ethos of the School
- Willingness to continue to develop as a dynamic and inspirational coach

POSITION PROFILE

Arden participates in the Hill Zone Sports Association (HZSA) gala days, championships, inter-school sport and representative pathway opportunities throughout the year. Competitions run after School in Semesters One and Two and training is expected to take place before School.

The School's casual sport coach (Coach) is responsible for helping to create and maintain a successful sport program that is strategic, engaging, challenging and inclusive across all year levels and abilities. As a coach you will work in partnership with relevant stakeholders in the delivery and advancement of the School's sport programs and be expected to fully appreciate the valuable learning experiences offered to students through participation in sport as well as through the pursuit of special interests.

As a coach your primary role will be to provide expert training and coaching relevant to your assigned sport, playing a pivotal role in supporting each student's personal growth. You are expected to be fully cognisant of all individual student needs and protect the privacy of any individual student medical circumstances by ensuring that their needs are supported and managed with sensitivity to ensure their full participation in the life of the School.

Every coach must possess an ease of working with children and young adults, a compassionate work ethic and dependability to always communicate with students in a calm and professional manner.

There may be times when the coach has access to, or is made aware of, sensitive personal circumstances and information. Discretion and confidentiality must always be maintained.

Key Responsibilities

Professional Practice

- Demonstrate a commitment to the Child Safe Standards
- Foster supportive positive professional relationships
- Demonstrate a thorough knowledge of workplace safety best practices
- Demonstrate a sensitive and compassionate work ethic
- Maintain accreditation / professional memberships (relevant to role)
- Follow all policies, procedures and guidelines as outlined in the

Expectations

- Demonstrate a duty of care to staff, students and visitors in relation to their physical and emotional wellbeing
- Be well informed and comply with the School's obligations in relation to the Child Safe Standards and processed for identifying and reporting suspected abuse
- Actively participate in all School events and activity, as required
- Commit to and actively support the School's agenda for continuous improvement through participation in improvement planning and professional growth reviews
- Undertake and comply with mandatory training and regulatory requirements as determined by the School
- Take reasonable care of your own health and safety, and that of others, follow any reasonable instruction given by the School, and report any concern/s which may give rise to danger and/or injury which may occur in the workplace
- Attend School meetings, as requested, including outside of usual work hours
- Attend professional learning events, as requested, including outside of usual work hours
- Any other duties and activities as required by the School Principal (or as delegated)

Coaching

The following is to be performed in collaboration with the Head of Sport

- Organise and deliver a coaching program to achieve short and long-term outcomes
- Participate in team trial/selection processes
- Facilitate inclusive and age-appropriate knowledge and skill development for students to achieve performance and participation outcomes
- Provide appropriate warm-up and cool-down routines, practice and training for students to minimise injury risk and provide a safe program
- Assist in the planning of the team for competition ensuring students and parents are advised of game requirements in a timely manner
- Act as the point of contact for all students, parents and other staff regarding the specifically assigned sport and related matters
- Encourage a positive experience outside of the classroom
- Liaise with the Head of Sport for providing reports on student performance, injuries, game results and other matters, as required
- Work shifts, as agreed, and if unable to work, provide at least 24 hours' notice to the Head of Sport

Skill Enhancement

- Plan and execute skill-building drills, exercises, and practice sessions to enhance performance
- Foster an encouraging environment that set and work towards personal goals

Team Building

- Cultivate a sense of unity by organising team building activities and exercises
- Teach the importance of teamwork, communication and mutual respect on and off the field/court

Game strategy

- Develop and communicate game strategies that align with the team's capabilities and strengths
- Attend all training and games to provide guidance and motivation to students during critical moments

Character Development

- Serve as a role model for students, emphasising the values of sportsmanship, discipline, dedication and respect
- Instil age-appropriate life skills such as time management, resilience and leadership through sport

Communication

- Maintain open and effective communication with students, parents and school administration regarding program updates, schedules and student progress
- Communicate and raise issues with the Head of Sport that may arise with parents and students relating to selection, behaviour, attendance, participation, etc

Administration

- Mark attendance rolls, follow up unexplained absences and update the Head of Sport on any concerns/issues
- Maintain form records as directed and required by the School, including (without limitation) – injury reports, attendance and discipline
- Ensure regular timesheet completion and submission for approval on a weekly basis to the Head of Sport
- Collect and return equipment from storage spaces, pack up, clean area and appropriately place equipment in storage areas, in line with WHS expectations and obligations
- Provide recommendations for new equipment that may be required to improve program outcomes
- A high standard of dress and appearance is required and all coaching staff will be issued a uniform. The uniform must be worn to all training sessions, games and whenever staff are representing the School

Work Health & Safety (WHS) and Wellbeing

All staff are expected to contribute to the effective WHS requirements and operation of the School by, without limitation –

- participating in the development of a safe and healthy workplace
- complying with any instructions given for their own safety and health and that of others
- adhering to safe work procedures and not wilfully/recklessly interfering with any School safety requirement
- being familiar with emergency and evacuation procedures including the location and use of emergency equipment (eg, first aid kits, fire blankets)
- reporting any injury, hazard or illness immediately to the Workplace Safety and Compliance Administration Coordinator
- not place others at risk by any act or omission, or

Child Safety

The School takes child protection seriously, and as a staff member, you are required to meet the behaviour standards outlined in the Staff Code of Conduct and Child Protection Policy, as updated from time to time. Therefore, as a part of your duties and responsibilities, you are also required to, without limitation –

- provide a welcoming and safe environment for children and young people;
- promote the safety and wellbeing of children and young people enrolled at the School
- ensure that your interactions with children and young people are positive and safe
- provide adequate care and supervision of children and young people in your charge
- act as a positive role model for children and young people
- report any suspicions, concerns, allegations or disclosures of alleged abuse to the Principal
- maintain a valid Working with Children Check clearance; and
- report any criminal charges or convictions you receive during the course of your engagement that may indicate a possible risk to children and young people to the Principal

The above is intended to describe the general expectations of the role only and is not intended to be construed as an exhaustive or limiting list of responsibilities. Daily tasks are as advised by the Line Manager and are not identified in this Role Description. The responsibilities and expectations of this role may be varied, at the Principal's discretion, to ensure the operational needs of the School are being met.

Role classification

This role is governed by the terms of the Educational Services (Schools) General Staff Award 2020.

Type of Employment, Classification, Rate of Pay and Ordinary Hours of Work relevant to this role will be in accordance with the terms of the Industrial Agreement and/or commensurate with experience and qualifications, as detailed in the School's Employment Agreement with the successful applicant.

Staff are employed at a classification level and assigned to a role rather than appointed to a position. Staff may be re-assigned to other roles at the same classification over time, in line with organisation priorities and/or personal development plans.

Reports

This role reports directly to the Head of Sport.

There are no direct reports for this role.

Professional Review

This Role Description is intended as a framework for professional review.