



Guildford Grammar School

POSITION DESCRIPTION

Position Title:	Head of Basketball
Date established:	July 2025
Reports to:	Director of Sport

POSITION OVERVIEW

Reporting to the Director of Sport, the Head of Basketball supports the School's basketball program with a strong focus on organising the structure and calendar of training, fixtures, and tournaments. The Head of Basketball ensures efficient and organised fixturing, coach rostering, timesheet management, team selection, and data entry aligning with the School's strategic intentions. Additionally, the Head of Basketball is responsible for growing and improving the basketball program by offering excellent coaching, coach support, and programming.

REQUIRED COMPETENCIES AND SKILLS

Education and Training

- Bachelor's Degree in Sports Management, Physical Education, Sports Science, or a related field is preferred.
- Relevant coaching certifications from recognised basketball associations (e.g., Basketball Australia coaching accreditation).
- A current first aid and CPR certification.

Competencies & Technical Skills

- Proven experience in coaching basketball at various levels, including school, club, or representative level.
- Strong organisational and time management skills to handle scheduling, team management, and administrative tasks.
- Excellent leadership and communication skills to effectively manage coaches, liaise with stakeholders, and engage with the community and parents.
- Proficiency in using modern technology and software for scheduling, data entry, and communication (e.g., Microsoft Office, SOCS, Teams).
- Experience in developing and implementing sports programs, including training schedules, tournaments, and holiday camps.

- Competence in managing administrative tasks such as budget management, timesheet approvals, and data management.
- Commitment to continuous professional development and staying updated with the latest coaching techniques and basketball trends.

Personal Attributes & Values

- Ability to work collaboratively with other sports heads, coaches, and school administration to achieve the school's sports objectives.
- Demonstrate a commitment to the Purpose and Values of the School.
- Be supportive of the ethos and values of the Anglican tradition of the School.
- Demonstrate a respect for and acceptance of difference in students, parents and staff.
- Have a real and infectious passion for volleyball and sports in general and be able to share this with others.
- Demonstrate outstanding and proven organisational skills and the ability to think and plan strategically.
- Show creativity and innovative skills to design a program that meets the needs of students and inspires them.
- Demonstrate outstanding communication skills demonstrated by a rapport with all levels of the organisation.
- Have a comprehensive understanding of 'Duty of Care' and place a high value on child well-being.
- Possess a strong work ethic, striving for continuous improvement and the achievement of high standards.
- Be responsible and held accountable for continuing compliance with our Child Safe and Child Safe Reporting Policy. It is expected that all staff will maintain contemporary knowledge of the policy always. All staff have a responsibility to raise any concerns they have about child protection to the Principal immediately.

KEY RESPONSIBILITIES AND TASKS

These include, but are not limited to:

Oversee and Manage the Basketball Program:

- Coordinate fixturing for all basketball activities, ensuring smooth operation of training, fixtures, and tournaments.
- Manage casual coach rosters and ensure timely submission of timesheets.
- Oversee team selection processes and ensure accurate data entry for all basketball activities.
- Assist in budget management, including signatory responsibilities for timesheets.

Collaborate with Key Stakeholders

- Liaise with the Director of Sport to align the basketball program with the School's sports development plan.

- Maintain high levels of student participation and performance in the basketball program.
- Support HPE, Heads of Sport, and coaches to individually and collaboratively run programs that align with the sports vision statement and the sport development plan.

Manage Fixtures

- Oversee the calendar process for basketball and liaise with the sport administration team to ensure there are no conflicts and efficient scheduling.
- Attend and manage Friday – Sunday basketball fixtures.
- Coordinate and attend PSA fixtures throughout the year.
- Work with the sports administration team to organise school holiday programs and preseason sports camps.

Develop and Implement Policies and Procedures

- Review and update policies and procedures related to basketball.
- Oversee communication for all basketball activities, ensuring clarity and consistency.
- Collate data on the awarding of colours and work with the sports administration team to identify students for colours.

Engage with the Community and Parent Support Groups

- Regularly liaise with parent support groups to foster community involvement and support.
- Assist with the coordination of parent volunteer groups for community basketball.
- Assist to organise end-of-season windups in collaboration with parent support groups.
- Attend and present at information evenings across the school as required.

Administrative Responsibilities

- Keep SOCS updated with current information.
- Run attendance reports each week.
- Maintain a tidy inbox and collaborate with other sport managers to answer queries relating to the basketball program.
- Manage sport selections across all teams.
- Approve timesheets and follow up with coaches.
- Verify all fixture results are correct on SOCS.
- Adjust coach rosters and ensure coaches are in place for weekly sessions.
- Ensure main sport areas and storage areas are clean and tidy.

This position description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Manager's discretion. Employees may also be required to undertake other reasonable duties as directed.