



Guildford Grammar School

## POSITION DESCRIPTION

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| <b>Position Title:</b>   | Sports Coach   |
| <b>Date established:</b> | March 2024   |
| <b>Reports to:</b>       | Sports Development Coordinator and Teacher in Charge |

### POSITION OVERVIEW

The Sports Coach provides support to the School's comprehensive sports and co-curricular programs. Sports Coaches at Guildford Grammar School are responsible for coaching the students in their chosen sporting disciplines. The Sports Coach must represent the ethos and community-minded spirit of the School and have the capacity to inspire enthusiasm in the students with their chosen sports.

Coaching staff set the standards for the rules of fair play and provide a positive role model for students and other coaching staff alike.

### REQUIRED COMPETENCIES AND SKILLS

#### Education and training

- Experience in a similar role or Accreditation/Qualification.

#### Personal Attributes & Values

- Have the ability to effectively engage students.
- Have a passion for assisting others to succeed.
- Demonstrated ability to effectively collaborate with others.
- Possess excellent communication and interpersonal skills.
- Supportive of the ethos and values of the Anglican tradition of the School.
- Be able to quickly and genuinely build rapport with students and colleagues both within the Sport Department and more broadly across the School.

- Possess a strong work ethic, striving for continuous improvement and the achievement of high standards.
- Excellent communication and interpersonal skills, with a calm and friendly manner and the ability to handle challenging situations effectively.
- 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 children, parents and staff.
- Have a comprehensive understanding of 'Duty of Care' and place a high value on child well-being.
- 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 at all times. 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:

### General Responsibilities

- Attend Coach induction sessions, as required and all coaching professional development sessions, as required.
- Conduct sports sessions during the week as required, and fixtures as required.
- Produce a written plan for each session, prepare, deliver and evaluate the coaching program to develop the young players.
- Consult with other coaching/teaching staff about the aims of each session, specifically the Sports Development Coordinator and Teacher in Charge and give directions as to how you would like them to be involved.
- Motivate students and ensure sessions are structured with a high level of engagement.
- Plan to minimise transition and waiting times to maximise student participation and activity levels.
- Develop an appropriate level of technical ability and knowledge amongst the students.
- Observe and analyse skills and make improvements.
- Implement strategies to enhance the quality of the program.
- Be responsible for the set up and packing away of equipment for each session, returning all equipment to the PE Store and putting it away.

- Participate in leading students to and during a scheduled carnival; this includes coaching and managing a smaller team or sometimes refereeing.
- Complete rolls as required on SOCS and maintain and update fixture and training information as required to keep it accurate.
- Understand Duty of Care and how it pertains to your responsibilities.
- Act in a way to mitigate and manage risk appropriately and to report incidents as they arise.

### Customer Service

- Provide friendly, courteous, consistent service to students and other Guildford Grammar School staff.
- Build good rapport parents and the School sports community.
- Ensure students and parents are kept abreast of any alterations to normal coaching or playing schedule.
- Adhere to any the School's guidelines.

### Equipment Usage and Maintenance

- Ensure all School equipment is used in a manner which complies with its intended use and control.
- Maintain and store all equipment in a safe manner so that it cannot harm others and complies with appropriate OH&S storage requirements.

**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.**