

Position Description

Casual Sport Coach

OVERALL PURPOSE OF THE POSITION

A Sport Coach is a member of the Barker Sports' Department which is inspired at all times by the core Barker values (Commitment, Compassion, Courage, Integrity, and Respect). Each staff member participates in the effective management of the sports program of the School as an integral part of the Barker community.

As a Sport Coach, you have responsibility for the coaching of students in a selected team/s. Through a strong understanding of School policy and process, you will execute a coaching program within the strategic intent of the program and Sport Department. You will work closely with the Director / Head Coach of the Sport, the Sport's Coordinator, the Director of Sport - Operations, the Head of Sport and all staff within the Program.

Depending on the sport and level, you will likely be required to attend 2 training sessions and a game throughout the season.

PRIMARY DUTIES & RESPONSIBILITIES

Program Responsibilities:

- Ensure the delivery of an appropriate coaching and competition program, through effective planning, coaching, leadership and communication
- Ensure the primary focus of the program remains on the students at Barker and inspire these students through the delivery of an excellent, contemporary, motivating program
- To accompany and be responsible for students at training and competition
- Develop and implement training sessions throughout the week
- Connect with the Strength and Conditioning team to ensure a high level of skill and fitness is maintained.
- Provide technical instruction and feedback to students appropriate for their age and competitive level
- Facilitate the selection of individuals into the team
- Assist, when necessary, with the entry of students into competitions
- Ensure that appropriate equipment and logistics are prepared for each training session
- Provide the Coordinator of the sport with recommendations, where appropriate, that may assist the program
- Ensure acceptable and appropriate School clothing and footwear is worn within the program
- Risk assess and ensure safe practice is implemented for any sport sessions

Administration

- Facilitate the use of Clipboard Software to manage the training timetable, attendance and medical information
- Use appropriate software to store data in line with School Privacy policies
- Complete all necessary risk management tasks in relation to the Barker Sport Risk Management Plan and School and Industry requirements
- Communicate with and ensure that the Sports Administrators facilitate any necessary administration tasks in line with School expectations

General

- By example, set a standard by which your training sessions and games will operate
- Keep the Coordinator of the sport informed of necessary matters pertaining to the program through regular meetings and communication
- Lead, develop, mentor, challenge and inspire our students to have a passion for Cocurricular involvement, utilising a range of strategies to ensure students reach their full potential, with a focus on teamwork and genuine sportsmanship
- Understand the importance of student health and wellbeing and workloads and provide appropriate support when necessary
- Encourage high standards of student dress, punctuality, and behaviour and reinforce the role of each coach in managing these
- Wear appropriate uniform and make sure your personal presentation is in line with the occasion and School guidelines
- Communicate directly with the Coordinator of the sport regarding student matters
- Monitor and follow up injury and accident reports with the sport coordinator

Risk Management and Compliance

- Report directly to the Head of Barker College via the Child Safety Team on any matters relating to child protection
- Support policy and process within the operations
- Support the Head of Sport in compiling risk assessments and risk management documents for the sport program, events and facilities pertinent to the program
- Support key staff in the implementation of efficient and effective risk management plans that reflect adherence to legislation, compliance and policy as it relates to the program at the School
- Report any risk in relation to School property or equipment to the Head of Sport or the Maintenance Department in a timely manner.

SKILLS ESSENTIAL TO THE JOB

- Appropriate sport qualifications
- High level of organisational skill
- Capacity to work collaboratively as a member of a team
- Ability to learn and use a range of applications and School related software
- Highly refined communication skills, both written and oral.

ESSENTIAL PERSONAL ATTRIBUTES

- The ability to motivate, mentor, challenge and inspire our students and staff
- Intelligent, lateral thinker
- A high level of emotional intelligence
- Exceptional personal standards of honesty, integrity and professionalism
- Strong service orientation with the ability to foster a strong service culture
- Strong leadership skills, underpinned by a genuine interest in people
- Excellent presentation skills
- Commitment to the School's Mission, Vision and Values.

ACCOUNTABILITY**Child Safety**

Barker College has an abiding commitment to the safety, protection and well-being of all children and young people in our care. All staff members will be held accountable for ensuring adherence to the policies of the School, in particular those relating to the safeguarding of children.

General

Breaches to a staff member's responsibilities and/or authority will be managed through the School's Disciplinary Management Procedures. This defined accountability is underpinned by the Barker College Staff Code of Professional Practice, Complaints and Performance Management procedures.

Work Health and Safety

All staff members will be held accountable for their actions and omissions where it affects their own or another person's workplace safety.

SPECIAL CONDITIONS

- Prepared to undertake any additional training to complement the position
- Variable hours, necessary for the facilitation of the program

ORGANISATION CHART RELATIVE TO POSITION

The Manager's Manager: The Director of Sport - Operations

The Immediate Manager: Sport Coordinator

This Position: Casual Sport Coach

APPROVAL

This position description accurately details the primary duties and responsibilities of the Casual Sport Coach.

Approved by the Head of Sport on 1 June 2023.

ACCEPTANCE OF POSITION DESCRIPTION

Position description accepted by:

Name of Staff Member: _____

Signature of Staff Member: _____

Date: _____