



## Position Description

<b>Position:</b>	<b>Aquatics Head Coach</b>
<b>Position Status:</b>	Part-time (0.69 FTE), ongoing (26 hours per week)
<b>Classification:</b>	Level 6 in accordance with the Presbyterian Ladies' College General Staff Agreement 2019-2021
<b>Annual Leave:</b>	5 weeks' annual leave to be taken during term-time breaks (this includes a mandatory shut down period over Christmas and New Year as well as College shut down days)
<b>Reports to:</b>	Aquatic Centre Manager. All positions in the College ultimately report to the Principal

## Presbyterian Ladies' College

Presbyterian Ladies' College (PLC) Melbourne is a leading ELC-Year 12 Christian independent school for girls offering both the VCE and International Baccalaureate. PLC has an outstanding academic tradition, an international focus and strong pastoral and co-curricular programs focusing on encouraging leadership, service and life-long personal development and learning.

PLC seeks to appoint staff who are passionate about education, with the highest professional skills who will actively support the Christian teachings and ethos of the College and possess a willingness to make a positive difference to the lives of PLC students. This will be visibly demonstrated through their behaviours, attitudes, and role-modelling of the four PLC values: truth and excellence, character and integrity, service, care and respect. All staff must also commit to a culture that supports and embraces Child Safe Standards.

## Context of the Role

PLC Aquatic is a school-based club with a strong sense of community involvement. The Head Coach will lead a dedicated team of aquatic coaches who strive to develop and build a strong representative club at all competition levels.

## Position Overview

The Head Coach will work in conjunction with the Aquatics Manager to deliver a quality competition program across a range of aquatic disciplines, such as artistic swimming, competitive strokes and diving. Bringing a specialised skill set, the Head Coach will coach, mentor and develop the coaching team to achieve high levels of performance, with results focused on State and National qualifications and representation.

## **Key Responsibilities**

### **Leadership**

- provide support and mentorship to PLC Aquatic Coaches regarding swimmer progression and pathways
- club development – to grow and develop a financially stable club
- communicate effectively with colleagues, parents, club committee members and College staff
- responding to inquiries from members in a timely and courteous manner
- Mentor /support / develop new coaches
- collaborate, and work in conjunction, with the Aquatic Centre Manager to create a learning environment that reflects best practice and training methodologies

### **Program Management**

- planning, coaching, and training diving student at all levels including all squads
- selection of PLC GSV Dive teams/involvement in GSV meets and
- development of the squad programs / squad skill requirements / squad pathways
- oversee all athlete skill development through the squad pathways
- organise and plan for all competitive meets, programs at a state and national level.
- develop, maintain, and publish a calendar that sets out the training and competition schedules of the Club
- organise extra coaches when required, to co-coach or cover dive sessions
- attend all club committee meetings and represent the dive club at these meetings
- attend and represent PLC Aquatic at industry meetings such as the Diving Association
- assist with planning programs for all squads
- maintain and record attendance records for all squad sessions
- assist with registering members with the Victorian Diving Assoc. for new competitors
- teach and assist divers when deciding on dive lists/entries/dive sheets when competing
- plan and implement a Dryland program using rigs, harnessing and mats
- reporting on equipment maintenance
- submit a written Dive Report (summary of the year) at the AGM
- assist with website updates
- assist with the aquatic PE program, as required

### **Administration Responsibilities:**

- assist with planning programs for all squads
- record and maintain current attendance records for all squad sessions
- assist with registering new members with Victoria Diving and maintain registration records for all our athletes
- prepare and communicate to athletes/parents/staff, a training timetable for each squad each term
- send out 'Intention to Train' documents to all athletes in preparation for each term
- follow up on new membership enquiries
- teach and assist divers with dive lists/entries/dive sheets when competing
- reporting on equipment maintenance
- submit a written Dive Report (summary of the year) at the AGM
- assist with website updates
- assist with Club Presentation Night

- book and liaise with relevant venues when training externally, Aquanation.

### **Other Duties**

- act in the position of Lifeguard, as required
- actively contribute to a broad range of aquatic activities and have flexibility to undertake all rostered duties
- attend staff meetings and staff professional development days as directed
- maintain qualifications specifically Dryland and Advanced Dive Coach Accreditation, to meet the skills and needs our Aquatic Club Members
- as directed by the Aquatics Centre Manager

### **Knowledge, Skills and Attributes**

- a strong coaching background
- ability to stay abreast of current and developing trends in school aquatics (i.e. new training techniques and technologies)
- enthusiasm and the ability to motivate and engage students
- excellent interpersonal and communication skills with coaches, students and parents
- ability to work as part of a team
- good organisational and ICT skills and strong attention to detail

### **Qualifications / Registrations**

- Advanced Dive Coach Accreditation
- Aquatic Discipline Certification; *Teacher of Competitive Swimming or Strokes, Diving Australia Qualification (Level 1 – 4) or Artists Swimming Australia (Level 1 or 2)*
- First Aid Certificate - 'Provide First Aid' (HLTAID003)
- CPR qualification
- Current Working with Children Check
- Lifeguard Award (highly desirable)

### **Key Relationships:**

#### **Internal**

- Aquatics Leadership, including Aquatics Centre Manager and Learn to Swim Coordinator
- Aquatic College and Club Teams
- PLC Physical Education Department
- School Leadership; Principal and Deputy Principals
- School Community; Teaching and General Staff

#### **External**

- Students, Parents and Club Members
- Industry Bodies and Associations

### **Additional Information Relating to the Position**

We provide a challenging, stimulating and nurturing Christian environment that is dedicated to the learning and development of the whole person – academic, emotional, social, creative, physical and spiritual.

**We value:**

- learning that is inspired by faith
- endeavour that enables the achievement of excellence
- service that defines leadership

**We seek to promote the development of staff and students who exhibit the following attributes:**

- *Scholar*: a confident and engaged person with an inquiring mind who takes responsibility for their learning
- *Thinker*: a creative, reflective, and adaptive person who uses their intelligence to serve for greater good
- *Citizen*: a thoughtful, kind, and open-minded person with an informed world view, a well-developed social conscience and a sense of justice that is grounded in the values of Christian faith
- *Advocate*: a passionate person with a strong sense of agency who affects society and those around them in positive ways
- *Leader*: an articulate, capable, and responsible person of integrity who works collaboratively, has a heart for service and uses their education to make the world a better place

**All staff commit to:**

- the Christian Ethos of the College
- Child Safety
- the Values and Behaviours of the College
- College policies, Staff Code of Conduct, and legislative requirements
- Health, Safety and Wellbeing

**Child Safety Commitment**

All students who attend Presbyterian Ladies' College Melbourne (PLC) have a right to feel and to be safe. The wellbeing and safety of all students in our care is our first priority and we have zero tolerance to child abuse. The protection of students is the responsibility of everyone who is employed at, or is engaged by, PLC in child-connected work. To ensure the safety and best interests of all students, we take into account the needs of those with an Aboriginal or Torres Strait Islander heritage, those from culturally and / or linguistically diverse backgrounds, and those with a disability.

**Staff Obligation to Child Safety**

All staff at Presbyterian Ladies' College Melbourne (PLC) take an active role, and are well informed of their obligations in relation to Child Safety under Ministerial Order No. 870 *Child Safe Standards*. The PLC Child Safety Commitment is incorporated into the School's employment cycle from recruitment and reference checking, to induction and a commitment to regular Professional Learning. All staff at PLC are required to sign a statement that they have read, understood and agree to abide by the PLC Child Safety Policy and the PLC Child Safety Staff Code of Conduct.

**In attending to Child Safety all staff must:**

- provide a safe and welcoming environment for all PLC students and any young people who visit PLC to engage in PLC approved activities
- promote the safety and wellbeing of children and young people to whom PLC provides services
- ensure that all interactions with students are positive and safe
- provide adequate care and supervision of all students, not only on the campus but whenever students are involved in PLC approved activities
- act as a positive role model at all times for students
- report any suspicions, concerns, allegations or disclosures of alleged abuse to a Child Safety Officer
- maintain valid VIT or WWCC (Employee) documentation

- report to the Principal any criminal charges or convictions received during the course of employment or volunteering that may indicate a possible risk to children and young people, including any such charges or convictions prior to employment

## **Health, Safety and Wellbeing Commitment**

Presbyterian Ladies' College (PLC) is committed to providing a safe workplace and learning environment that supports and enhances the health and wellbeing for students, staff, contractors, visitors and volunteers.

PLC will provide and maintain a working environment that is safe and free of risks to health so far as is reasonably practicable, comply with OHS Legislation as a minimum standard, strive to fully integrate health and safety in to all aspects of College activities, establish a leader-led positive safety culture, and continuously promote and improve its health and safety practices.

### **In attending to Health, Safety and Wellbeing all staff must:**

- participate in OHS related induction and training
- adhere to Presbyterian Ladies' College's OHS policies and procedures
- comply with instructions given for the health and safety of themselves and of others, and adhere to safe work procedures
- actively participate in the development of risk assessment and / or job safety analysis, identifying, assessing and controlling hazards
- report all hazards, injuries, incidents and near misses via Wyse
- assist with workplace inspections
- cooperate with management in its fulfilment of its OHS legislative objectives
- take reasonable care to ensure their own health and safety and that of others, and to abide by their duty of care provided for in the legislation

## **Policy and Compliance Commitment**

### **Staff Obligation to Privacy**

All PLC staff gain access to private and confidential information in the course of their duties. PLC Staff are expected to share this information in a professional context within the PLC community. Any confidential information may not be shared with any person beyond those expectations.

### **In attending to policy and compliance all staff must:**

- perform their duties in an ethical, lawful and safe manner, and adhere to the compliance obligations relevant to their position
- maintain current registrations and certifications, including compliance with standards and codes of conduct required by professional bodies
- participate in mandatory compliance training
- maintain a current knowledge of, and compliance with the College's policies
- report and escalate compliance concerns, issues and failures

**All new appointments of general staff are subject to a satisfactory National Police Check, at the expense of the employer.**

**Mrs Cheryl Penberthy**  
Principal

August 2022

*The purpose of this position description is to provide a general overview of the key responsibilities of the position and is not intended to represent the entirety of the position nor is it intended to be all-inclusive.*