



Position Description

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| Position: | Sports Coach |
| Position Status: | Casual |
| Classification: | Level 4, in accordance with The Educational Services (Schools) General Staff Award 2020 |
| Reports to: | Head Coach and Director of Sport. All positions in the College ultimately report to the Principal |

Presbyterian Ladies' College

Established in 1875, Presbyterian Ladies' College is a leading Christian independent school for girls from Kindergarten to Year 12, with onsite boarding available from Year 7.

The campus is situated in the east of Melbourne on a 16-hectare site, creating a unique environment of a school in a park.

Our core values, underpinned by our Christian Ethos, are Truth and Excellence, Character and Integrity, Service and Leadership, Care and Respect, and these provide an enduring foundation for dynamic learning.

The College Mission is to provide strength, breadth, balance and quality and, as such, we are committed to providing a rigorous academic program focused on each student reaching their potential.

Our consistently impressive academic results reflect the high-quality teaching, dedication of the students and visionary leadership for which the College has long been renowned.

We value and nurture the individual strengths and passions of the students. The personal development of our students is our priority with extensive age-appropriate care and wellbeing programs. Asian and European language studies are part of the curriculum from Prep to Year 12 with many students continuing foreign language study through either the Victorian Certificate of Education or the International Baccalaureate pathway.

The students' talents and interests are nurtured within a rich curriculum program, as well as through extensive co-curricular offerings.

Our ultimate goal is to develop girls who are fully prepared and will flourish in their life and work well beyond school as they contribute in meaningful ways to their community as scholars, thinkers, citizens, advocates and leaders.

Position Overview

Sports Coaches are responsible for helping to create and maintain a successful sport program that is strategic, engaging, challenging and inclusive across all year level groups and abilities. Coaches are responsible for coaching as directed by the Head Coach or Director of Sport.



Key Responsibilities:

Examples of duties include but are not limited to:

- being aware of and adhering to all risk management procedures with the safety of student at the forefront
- be aware of and adhere to the College's sporting philosophy and expectations
- promote PLC sport culture
- encourage and support student commitment to sport
- be prepared to undertake professional development at the recommendation of the Head Coach or Director of Sport
- ensure that you are aware of and know how to manage any specific medical conditions that you may come across
- ensure that you are aware of all emergency procedures
- ensure that you are dressed in accordance with College dress code
- ensure students follow all uniform rules, follow up with any non-compliance

Specific Duties:

- attend the preseason staff training and induction session
- assist the Head Coach in providing and ensuring a positive learning environment for all students enrolled in the sport. Coach as directed by the Head Coach or Director of Sport
- be involved with the trial/selection process for teams
- be prepared for each session with an appropriate coaching plan
- start each session promptly with all equipment ready
- at the conclusion of sessions ensure all equipment is returned and stored neatly
- report any hazards or concerns with equipment to the Head Coach or Director of Sport

Other Duties:

- as directed by the Head Coach or Director of Sport

Key Relationships:

- Sports Department

Qualifications / Registrations / Certifications:

- current Working with Children Check (Employee)
- current Level 1 Coaching accreditation
- current 'Provide First Aid' Certificate (HLTAID003)
- current CPR qualification (HLTAID001)
- current Management of Anaphylaxis Certificate or Anaphylaxis e-training schools module

Annual Compliance training organised by PLC:

- Mandatory Reporting online (Department of Education and Training)
- Child Safety training
- Privacy training



Key Attributes:

- a strong coaching background
- ability to stay abreast of current and developing trends in school sport (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 skills and strong attention to detail
- sound ICT skills

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. 1359 *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

Mrs Cheryl Penberthy

Principal

March 2023

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