



St Ursula's College  
TOOWOOMBA

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CRICOS No: 03033M

ABN: 27 122 661 858

## ROLE DESCRIPTION

### Position Title: Coach (Sport)

<b>Position</b>	College Coach
<b>Reports To</b>	The Principal through the Director of Sport. Strategically College Coaches work collaboratively with all members of the College's Coaching Team in the effective management and administration of St Ursula's College Sporting Programs.
<b>Employment Status</b>	This is a casual position. Please note, this position requires availability outside of 'normal' school hours, including weekends and nights.
<b>Start Date</b>	Term 1, 2021
<b>Classification /Remuneration</b>	<i>Services Staff, Level 2</i> under the Catholic Employing Authorities Single Enterprise Collective Agreement – Religious Institute Schools of Queensland 2015-2019 as amended, varied and replaced from time to time

### College Culture Statement

St. Ursula's College, Toowoomba, a Catholic educational and residential community in the Ursuline Tradition, is dedicated to the education and care of young women.

We strive to create learning opportunities that will encourage students to take responsibility for their own thinking and learning, so that they may become more resourceful and empathetic young women who seek:

- the development of a personal faith and spirituality;
- participation and leadership in all facets of today's and tomorrow's world.

The challenge for all is to model relationships within and beyond our community based on:

- mutual respect;
- tolerance and acceptance;
- care for the individual and the environment;
- interdependence and collaboration;
- service

so that our students, growing in wisdom, justice and integrity will contribute responsibly to their own transformation and that of society.



## Overall Role Purpose

Coaches play an integral role within the sporting community of the College, with delegated responsibility for assisting and supporting the Director of Sport in the leadership and management of sporting teams and programs at the College.

The key duties, responsibilities and accountabilities of Coaches are set out below.

## Key Accountabilities:

Support the Director of Sport manage and administer the College's sporting programs and activities by:

- organising and conducting training sessions with students;
- helping arrange sporting events, training sessions, matches as required;
- completing paperwork as and when directed (including selection criteria paperwork, risk assessments and incident reports);
- attending sporting games, carnivals, activities and other events as required;
- monitoring equipment to ensure it is well maintained, safe, appropriately stored and fit for purpose;
- immediately notifying the Director of Sport of any equipment or facilities requiring maintenance and/or repairs;
- monitoring playing surfaces and facilities and immediately notifying the Director of Sport if there are any issues or identifiable risks;
- monitoring student welfare to ensure that development, enjoyment and participation form the basis of the College's sporting programs.
- in consultation with the Director of Sport, informing parents and students of the specific team requirements, rules and general codes of behaviour;
- promptly reporting all problems, concerns, issues and complaints regarding students and/or parents to the Director of Sport;
- conducting all practice sessions, activities and matches in a positive and encouraging manner;
- maintaining respectful, professional and equitable relationships with all students, parents and members of staff;
- considering the diverse needs of the team and seeking assistance from others (i.e. other coaches and the Director of Sport) to address and accommodate these needs.
- ensuring all players are given fair and equitable playing time and the opportunity to play in a variety of positions;
- actively recruiting extra help from parents and/or supporters for scoring, running lines etc. if required;



- maintaining safety and order at all training sessions and matches;
- managing situations of conflict and adversity in a positive manner to achieve the best outcome for all stakeholders;
- administering first aid as required;
- positively promoting the College's sporting programs and activities in and beyond the College community;
- consistently demonstrating loyalty and respect for all students and parents;
- consistently demonstrating loyalty and respect to the Principal, College Leadership Team and Director of Sport;
- in consultation with the Director of Sport, developing and maintaining effective and regular communication with the families of students involved in College sports and other community groups;
- assisting to administer initiatives to promote best practice and innovation in College Sport;
- performing any other duties as required by the Principal or Director of Sport.

## **Students**

- Supervision duties including, but not limited to, the supervision of students before, during and after sporting activities and outings with discretion and utilisation of judgement.
- Help foster a climate where attitudes towards learning are promoted and maintained.
- Identify, understand and adapt processes, procedures and behaviours to accommodate the diverse needs of students.
- General administration duties carried out in accordance with existing routines, methods and College procedures.
- Ensure students understand and adhere to College policies and procedures.
- Consistently demonstrate, through personal example and role modelling, a positive attitude that is receptive to improvement, supports the College and others, is respectful, accepting, tolerant.
- Exercise a professional presence by being firm, fair and friendly towards students. This includes maintaining an awareness of appropriate work practices when working around children and young women.
- Promptly report all serious matters (for example Work Health and Safety, Child Protection matters) to the Principal or Director of Sport.

## **Work Health and Safety**

Coaches must, at all times;

- take reasonable care for their own health and safety;



- take reasonable care to ensure their actions or omissions do not adversely affect the health and safety of other persons, including students;
- comply with any reasonable instruction or direction given by the College;
- assist in supporting and maintaining a safe workplace by promptly reporting hazards, incidents, accidents and potential risk;
- use equipment or facilities provided by the College safely and in accordance with all instruction and user manuals;
- co-operate with any reasonable policy or procedure of the College relating to health and safety at the workplace.

## General

All employees of St Ursula's College are required to:

- Demonstrate support for the College's Catholic Ethos, Core Values, Culture Statement and policies and procedures.
- Maintain a degree of flexibility in working hours from time to time as required for the position.
- Demonstrate tolerance and acceptance of the ideas, concerns and differences of others.
- Demonstrate care and empathy for the individual (e.g. seek to understand the individual concerns and ideas of others before making decisions, provide equal opportunity for participation)
- Build and foster positive relationships with staff, students, parents and the wider College community.
- Build and promote a safe and inclusive work environment where 'every face has a place' by leading and role modelling the values of mutual respect, tolerance, acceptance and care.
- Continually evaluate working environments by regularly consulting with others, to build a culture of trust, respect and confidentiality.
- Consistently demonstrate, through personal example and role modelling, a positive workplace attitude that is receptive to improvement, supports the College and others, is respectful, accepting, tolerant and ensures safe and inclusive work practices.
- Assist and relieve in other positions from time to time.
- Undertake other reasonable and relevant duties within skills, knowledge and capabilities as directed by the Principal or their delegate (i.e. the Director of Sport).
- Accept that the College reserves the right to modify the position, including this Role Description, to meet its operating needs.



## Essential Selection Criteria

The successful applicant will demonstrate the following essential criteria:

- demonstrated experience working with high school age students in the delivery of sport training and development;
- demonstrated leadership capability;
- demonstrated coaching experience;
- demonstrated ability to build positive relationships with staff, students and parents;
- demonstrated ability to monitor and manage the progress and development of students;
- Current Senior First Aid Certificate and CPR or willingness to obtain prior to commencing work at the College (at the applicants expense).
- Current Blue Card/Positive Notice Working with Children check or willingness to obtain prior to commencing work at the College (at the applicants expense).
- Current Police Check or willingness to obtain (at the applicants expense).

## Preferred Selection Criteria

- Formal training or coaching qualifications from a recognised coaching or training provider.
- Previous experience working in a school context.

## Application Checklist

1. Cover letter and resume (PDF) addressed to Mrs Appleby, College Principal.
2. Copies of any relevant qualifications.
3. Referees – two professional referees are required. One referee must include an immediate superior or manager.
4. Applications to be submitted electronically to the Human Resources Coordinator [hr@st-ursula.qld.edu.au](mailto:hr@st-ursula.qld.edu.au). Please mark the subject as “Application – College Coach.”
5. Applications to be submitted by **5pm, Wednesday 11 November 2020**.
6. If you have any questions please contact Human Resources Coordinator, Miss Brontë Shaddock – [hr@st-ursula.qld.edu.au](mailto:hr@st-ursula.qld.edu.au)