



STUARTHOLME SCHOOL

## ROLE DESCRIPTION

<b>Position Title</b>	Foundation Sports Coach
<b>Casual Award rate</b>	Various dependant on age/level. Will be confirmed on offer of employment
<b>Department</b>	Cocurricular Sport
<b>Reporting to</b>	Relevant Sports Coordinator   Director of Sport
<b>Employment type</b>	Casual
<b>Review date</b>	January 2024

### PREAMBLE

As an international School of the Sacred Heart, Stuartholme School is a Catholic day and boarding school situated in Toowong, Brisbane. Founded in 1920, the school continues the educational vision and mission of Saint Madeleine Sophie Barat, foundress of the Society of the Sacred Heart. Stuartholme School is committed to the Goals of Sacred Heart Education whereby we educate to:

1. A personal and active faith in God
2. A deep respect for intellectual values
3. Building community as a Christian value
4. A social awareness that impels to action
5. Personal growth in an atmosphere of wise freedom.

These goals are the essential principles and values of Stuartholme School, a forward-thinking and dynamic learning community whereby the individual child at the centre of the educational endeavour; the value of women is proclaimed; and respect for difference in all its forms is nurtured.

### ROLE PURPOSE

A Foundation Sports Coach – under the supervision of the Director of Sport, relevant Sports Coordinator and/or Head Coach – will provide coaching to participants in a Stuartholme School’s sport program, ensuring that it conforms to Stuartholme’s, and relevant sport administrating body’s, minimum standards.

### KEY DUTIES

Under the supervision of the Director of Sport, relevant Sports Coordinator and/or Head Coach, the Sports Coach will—

- Attend the coaches’ induction session and complete any compulsory training (as required by Stuartholme School or the Sport’s administrating body).
- Assist with the preparations for, and the conducting of, training sessions complete with suitable drills and games.
- Attend sporting competitions and support your assigned team as coach.
- Encourage players and model behaviour which enhances the enjoyment of the sport for the participants.
- Perform the coaching role in a manner consistent with the performance and behavioural expectations outlined in the School’s Coaching Handbook, Code of Conduct and the expectations of the Sport’s administrating body.
- Utilise the Director of Sport, relevant Sports Coordinator and/or Head Coach’s expertise as needed.
- Be punctual and reliable by attending all practices and competitions as agreed with the Director of Sport, relevant Sports Coordinator and/or Head Coach.
- As required, liaise with the Director of Sport, relevant Sports Coordinator and/or Head Coach regarding—
  - Training sessions;
  - Team Selection;
  - Competition arrangements;
  - Conduct of players and/or teams; and
  - Any other matters arising.
- Provide appropriate supervision of participants at training sessions or during competitions.
- Provide constructive and positive feedback routinely to players to help them improve performances.
- Be reasonable in your demands of players’ time, energy and passion.
- Always provide a positive example and be a role model for our players.
- Communicate instructions in a clear, concise manner and communicate appropriately and effectively with players, parents and staff.
- Safety is paramount - ensure players are adequately warmed up or cooled down and that training sessions are suitable to skill levels (do not put a player at risk and err on the side of caution).

- Notify the Director of Sport, relevant Sports Coordinator and/or Head Coach of any worn or damaged equipment.
- Report incidents to the Director of Sport, relevant Sports Coordinator and/or Head Coach as soon as possible and consistent with the requirements for your sport.
- Always work at an appropriate level of legal and ethical standards, particularly in relation to issues such as child safety and health and safety requirements, and always maintain professional boundaries with players.
- Accept the decision of referees and umpires in a professional manner, reporting any issues to the Director of Sport, relevant Sports Coordinator and/or Head Coach.
- Ensure any mandatory qualifications are current and updated where necessary.

## ATTRIBUTES AND SKILLS

*Whilst no coaching experience is required to undertake this role, it is expected that the Sports Coaches will:*

- **Be aware of trends in coaching of their specific sport and up to date with rules.** Coaches need to demonstrate a base knowledge of the sport they are coaching. The completion of a foundation coaching course or Community Coaching Essential Skills (free online course offered by the Australian Institute of Sport) in the relevant sport would be advantageous.
- **Be organised, but also be flexible.** Coaches will start each training session prepared, but also be ready for unplanned absences or last-minute changes (maybe due to weather conditions or having to adjust their session plan to train in a smaller space).
- **Be personable and relatable.** There will be a variety of personalities they will coach and will need to effectively communicate with. There will also be players of varying abilities and levels of understanding of the sport. In many cases, coaches will need to keep any frustration measured and adapt their communication to the level and needs of the player.
- **Be proactive.** A coach's proactivity could be something as small as ensuring water bottles are filled, or something that can have a larger impact, such as identifying a hazard on a playing field that could cause an injury. In short, they will show initiative to achieve positive outcomes for our players.
- **Be resourceful, adaptable and practice sound judgement.** Knowing when and how to act, they will respond to and resolve unexpected issues seamlessly, reasonably, and collegially.
- **Be discrete.** Coaches may be privy to confidential information about their players and will, whilst exercising the highest level of discretion, only use this information to effectively fulfil their task as coach.
- **Reflect the School's values.** Coaches must represent Stuartholme in a positive manner and treat everyone compassionately and reasonably. As a result, self-discipline is integral to achieving their goals and making a strong, positive impression with all contacts, especially their players. These are girls playing sport for enjoyment and it is not win-at-all-cost.
- **Have strong teamwork skills.** To be successful they will need to work well with players, parents, School staff (including Sports Office staff and fellow coaches) and officials. They will create an enjoyable environment both for themselves and others.

## HOURS OF WORK

Sports Coaches are casual employees and will be employed for the duration of the sports season for the relevant sport (including any pre-season or post-season activities). Working hours will be as agreed **in advance** with the Sports Coordinator or the Director of Sport.

Sports Coaches are required to be paid a minimum of 2 hours per engagement under the Award (when most training sessions are commonly scheduled for approximately 60-80 minutes). Sports Coaches will be paid for 2 hours on an understanding that the additional paid time (before and after training) will be for the purpose of (a) planning your session and (b) set-up/pack-up before/after training.

Sports Coaches who perform additional activities related to their coaching role at their own volition (i.e. not negotiated/agreed in advance with the Sports Coordinator or the Director of Sport) will not be paid for this work.

## MANDATORY REQUIREMENTS

The Sports Coach must hold—

- A positive "P" Blue Card for Working with Children ("P" indicates for paid employment). This can be obtained from the Queensland Government's Blue Card Services (Ph. 3211 6999) or lodging online through their website; and
- If required, any minimum accreditation from the relevant Sports Adminstrating Body (for example – rugby coaches are required to hold a current "smart rugby" certification by Rugby Australia).