



MELBOURNE
GRAMMAR SCHOOL
AN ANGLICAN SCHOOL

Job Description

Position
Sports Coach

Reporting to
Director of Sport

Context of the Role

Founded in 1858, Melbourne Grammar School educates some 1,800 students from Prep to Year 12. It aims to develop fully within its students the 'whole person': intellectually, physically, emotionally, psychologically, socially and spiritually.

The School is organised into three campuses to meet the needs of different age groups. Our Junior School, Grimwade House (Prep to Year 6) is located in Caulfield, and is coeducational with 650 girls and boys. The Middle School, Wadhurst (Years 7 and 8), and Senior School (Years 9 to 12) are in South Yarra and cater for 1,150 boys - day students and boarders.

Sport has a long and proud tradition at Melbourne Grammar and our aim is to give every student the experience of competing in inter-School and inter-House sports. Our programmes cater for all levels of performance, at the same time providing pathways for the elite who want to excel. Saturday inter-school sport is compulsory, and access to the best possible coaches and facilities enhances the boys' sporting skills, physical fitness and creates an enjoyable experience. Melbourne Grammar takes part in the Associated Public Schools (APS) sporting competition over three seasons - summer, winter and spring.

Purpose of the Role

The coaching staff at Melbourne Grammar School provide valuable support to the teaching staff who are responsible for coaching the students in their chosen sporting disciplines. The coaching staff must represent the ethos and community-minded spirit of the School, and have the capacity to inspire enthusiasm in the students with their chosen sports. Coaching staff set the standards for the rules of fair play and good sportsmanship, and provide a positive role model for students and other coaching staff alike.

Coaching staff are provided with appropriate Melbourne Grammar School sporting attire and are expected to wear this clothing when attending training sessions, where possible, and to all games and competitions.

Key Internal Contacts

Director of Sport	Teacher-In-Charge
Sport Manager	Team Manager
Other Coaching Staff	Students

Key Responsibilities

The following responsibilities are not exhaustive, nor necessarily in order of priority, but are indicative of the range and nature of the role.

Standard hours for training sessions and games are advised and authorised by the Director of Sport

- Attend a Coach Induction session, as required and all coaching professional development sessions, as required
- Attend training sessions twice a week (or as stipulated by the Teacher-in-Charge (TIC) or a variation in the relevant employment contract)
- Plan appropriate training sessions which include: warm ups, fitness components, skill development, game sense drills and warm down
- Attend all games
- Be involved in weekly team selections; as well as provide weekly match report/results and end of season report
- Select Captain and Vice-Captain, where required
- Notify TIC or Director of Sport of any non-attendances prior to game and any incidents or injuries during training sessions or games
- Liaise with TIC and/or Team Manager regarding any medical alerts for students in attendance
- Organise the collection and return of all equipment.

MGS Policies: Risk Management, Health and Safety and Child Safety

- Adhere to and implement all working practices and procedures in accordance with Melbourne Grammar School's



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Risk Management and Occupational Health and Safety Policies

- Monitor and take care of health and safety of self and others within area of responsibility
- Participate, where required, in the resolution of safety issues
- Ensure familiarity and compliance with the School's Child Safe Policy, Code of Conduct and Procedures.

Child Safety

Melbourne Grammar School is committed to promoting child safety, children's wellbeing and protecting children from abuse. Ministerial Order 870 requires MGS to implement child safety standards and to accommodate and take the needs of all children (including but not limited to, Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable) into account when creating a child safe environment. All staff must comply with the MGS child safety policies and related policies and procedures, uphold the overarching principles and values set out, and take all reasonable steps to promote the safety of children.

Knowledge, Skills and Qualifications

- Sound knowledge of the sport being coached
- Well-developed time management and organisational skills
- Display an ability to communicate effectively with students in order to maximise their skill acquisitions
- Must hold, or be willing to obtain, a valid Employee Working with Children Check.

The purpose of this job description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform other work duties not specifically listed herein. Melbourne Grammar School reserves the right to modify this job description in consultation with the incumbent depending on the operational needs and requirements of the School.