

NAMBOUR CHRISTIAN COLLEGE

POSITION DESCRIPTION

Sport Coach

Position Purpose

In support of the Mission and Vision of NCC this role supports the Sport Department in relation to build the College's sporting culture by coaching sporting teams, to foster personal growth, discipline and teamwork in a positive environment.

Qualifications

Required qualifications for this position:

- Current Level 1 Coaching
- Certificate of Completion in 'Community Coaching – Essential Skills Course'
- Current paid blue card
- Current First Aid and CPR

Staff are encouraged to advance their skills and knowledge base.

High level of proficiency in use of TASS, Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, Teams and Forms), ConnX, Canvas, Adobe Sign

Accountability

Executive Principal, P-12 Director of Sport, Middle & Senior Sports Coordinator, Junior Sports Coordinator

Key Relationships

Executive Principal, P-12 Director of Sport, Junior Teaching staff, Secondary Teaching staff, Junior School Sports Coordinator, Middle & Senior School Sports Coordinator, Administration Assistant to Junior School Sports Coordinator, Administration Assistant to Secondary School Sports Coordinator, College Administration staff, students and parents.

Personal Requirements

These are generally personal in nature and reflect the desired attributes of staff.

- Have a personal faith and commitment to Jesus Christ
- Demonstrate an ability to translate faith into practice
- Proactively contribute to the delivery of the Mission of NCC
- Demonstrate, establish and maintain appropriate professional boundaries with students.
- Actively support and always act in a manner consistent with the College ethos and Staff Code of Conduct
- Act with integrity, loyalty, honesty and accept authority
- Act with tolerance and compassion
- Demonstrate an ability to forgive and accept forgiveness
- Demonstrate an acceptance of other people
- Exhibit self-discipline
- Demonstrate a willingness to learn and engage in professional development
- Maintain confidentiality

Professional Competencies The following professional competencies are essential to this position:

In depth knowledge of sport being coached:

- In-depth understanding of the sport(s) being coached.
- Awareness of rules, strategies, and techniques.
- Participate in and successfully complete accreditation for the sports that are coached.

Possess a range of Coaching and Instructional Skills:

- Ability to teach techniques and strategies to different skill levels.
- Providing clear instructions and feedback.
- Ability to adapt coaching methods to different learning styles.

Professional Communication Skills:

- Effective verbal and non-verbal communication.
- Listening skills to understand students' needs.
- Providing constructive feedback in a positive and motivational manner.
- Maintaining effective communication with other coaching staff, TICs, Head Coaches, Sport Coordinators, Sport Admins, P-12 Director of Sport.

Ability to lead and motivate others:

- Inspiring students to perform at their best.
- Building team cohesion and a positive team culture
- Encouraging sportsmanship, respect, and personal growth.
- Allow students to develop their leadership roles by giving them opportunities to develop their skills within the realms of sport.

Ability to complete assessment and performance processes:

- Ability to assess students' progress and performance.
- Setting realistic goals and tracking improvement.
- Adjusting training plans based on performance feedback.

Ability to organize and plan effectively:

- Developing effective training plans and schedules.
- Organizing practice sessions and games.
- Managing team logistics (i.e. equipment).
- Ensure all appropriate paperwork is completed correctly for student involvement both on and off campus, for all teams.
- Review and create proposals for the approval of TIC/Sport Coordinators/P-12 Direct of Sport.

Understanding of Child Development:

- Knowledge of child and adolescent physical and mental development.
- Ability to identify and address development and behavioural issues in students.

Strong knowledge of Safety and First Aid procedures and processes:

- Knowledge of safety protocols and risk management.
- First aid and CPR certification.
- Awareness of injury prevention techniques.
- Ensure the upkeep of all facilities adhere to workplace health and safety standards.

Effective Time Management:

- Balancing coaching duties with other responsibilities, such as meetings and communication with parents, staff, students.
- Prioritizing tasks efficiently.

Demonstrate Ethical and Professional Conduct:

- Maintaining professionalism in interactions with students, staff, and parents.
- Upholding ethical standards related to fair play and integrity.
- Uphold students code of conduct that is agreed upon before the commencement of the sporting season.
- Ensure students and parents adhere to the expectations of the school.
- Adhere to the school's policies and procedures, as stipulated in contracts and communicated by P-12 Director of Sport.

Ability to engage in Collaboration:

- Working with other teachers, coaches, and administrators to enhance the student's experience.
- Coordinating with P-12 Director of Sport, Sport Coordinators, TICs to keep them informed about progress and expectations.

Good Adaptability and Problem-Solving skills:

- Ability to adapt coaching strategies to meet the needs of the team.
- Addressing challenges that arise during training, competitions or team dynamics.

Key Responsibilities

The responsibilities for this position are detailed under broad headings. From time-to-time other duties may be deemed necessary and these will be determined in conjunction with the accountable person/s. Attention is to be given to maintaining the priority of the duties listed below.

- Ensure a safe environment for training and games, where respect, sportsmanship, and teamwork are modelled and encouraged
- Develop the sport specific skills of students in preparation for competition
- Ensure students are knowledgeable in the fundamental techniques of the sport
- Uphold and promote a positive culture across all teams and sports, both on and off the field/court
- Have a good understanding of general Work Health and Safety requirements and procedures in relation to your role
- Ensure students are trained in correct techniques to avoid injury
- Duty of care must always be maintained when supervising students (i.e. being aware of students' movements, staying with students until they are collected by their parent/guardian)
- Demonstrate discretion in relation to sensitive information regarding students, parents and/or staff
- Be well-informed in relation to responsibilities under the Privacy Act
- Be well-informed in relation to responsibilities under the Commission for Children and Young People Act 2000 and revisions 2004

Perform other duties as directed by Director of Sport and/or Teacher in Charge.

Remuneration	In accordance with levels set out in the NCC Enterprise Agreement
Reference Documents	NCC Child Protection Policy NCC Staff Code of Conduct NCC Enterprise Agreement NCC Staff Dress Code Policy NCC Workplace Health and Safety Policy
Hours of Work	As per Employment Contract