



## **ST PETERS GIRLS**

**Position Description:** Sports Coach  
**Department:** Sport  
**Level:** Casual  
**Reports to:** Director of Sport

### **The School**

At St Peter's Girls' School, we focus on collaboration, creative thinking and innovation, seeking to foster independent thinking and our core values of courage, creativity and compassion in every student. We aim to develop motivated, versatile, and curious students who carry a love of learning throughout their schooling years and beyond. We have a proud history of almost 130 years, providing outstanding educational opportunities for students from Early Learning to Year 12. Our all-in-one campus, located in leafy Stonyfell and just 5km from Adelaide's CBD, boasts spacious grounds and state-of-the-art facilities. We are an authorised IB PYP & DP World School.

St Peter's Girls seek to employ people who embody character and influence within their personal and professional lives. We are committed to providing our staff with opportunities for ongoing development and career progression.

### **The Position**

Sports Coaches work closely with the Director of Sport or a staff member who is responsible for their sport, who will act as a supervisor. Another member of the staff may be assigned to manage the teams and assist the Sports Coach in fulfilling their role. Sports Coaches will report to the Principal through the Director of Sport.

### **Key Responsibilities**

- Planning, organising, actively running and supervising training sessions and matches for your particular sport. This includes ensuring that equipment is well maintained.
- Maintaining a functional First Aid Kit that will be issued to you at the start of the season. The Director of Sport can replenish this on your request.
- Assisting the Director of Sport or the staff member in charge of your team to select appropriate teams for matches.
- Maintaining accurate records of students' attendance at training and matches through 'Clipboard', and alerting the Director of Sport of unexplained absences:
  - Providing weekly results and match feedback via Clipboard.
  - Providing written reports about your sports' team for School publications, as required.

### **Other Duties**

As a coach at the School you are also required to comply with certain expectations. These are designed to maximise student outcomes, maintain student, and staff safety and well-being, and ensure the highest standards of professionalism and propriety. These expectations require you to:

- Comply with all relevant School policies and procedures.
- Be prompt and punctual to all training and matches.
- Plan and structure your training sessions in such a manner as to encourage and provide opportunities for students to develop team and individual skills in your sport.
- Ensure all students play within the spirit of the game and remove the School players from a match if they bring the game and/or the School into disrepute.

- If you are unable to fulfill your responsibilities due to any medical conditions or inability to attend sessions (e.g. travel, study, or employment commitments) you must advise the Director of Sport as soon as possible.
- As per our social media policy, as a staff member you should have zero contact with students on any social media platform. Communication should occur at training/matches only, or through the teacher in charge or Director of Sport. If a student engages with you on a social media platform, you should delete/ignore this request and inform the Director of Sport immediately.

### **Child Safety**

- Assist the Director of Sport to maintain a safe environment for students and comply with the School's WHS & Management Policy.
- Exercise your duty of care toward all students and in particular, take reasonable care to protect students from foreseeable risk of injury.
- Supervise students so that they comply with rules and practices designed for their own safety and that of other students.
- Report any concerns, incident, or injury to the Director of Sport.

### **Dress Requirements**

You are required to be appropriately dressed for physical activity or coaching. The School will provide School branded clothing relevant to your sport which is to be worn at all coaching sessions and matches. You are required to wear black/blue/dark shorts or pants. At the conclusion of your appointment, you are required to return clothing items, as specified at the time of issue (e.g. winter jacket). If such an item is not returned, or is in poor condition, you will be required to pay for it.

### **Qualifications**

All sports coaches at the School are required to keep all relevant qualifications, registrations, accreditations and the like, up to date, and in the event that any of these lapse, or you gain additional, you must inform the Director of Sport immediately.

### **Conditions**

This is a casual position at the Level relevant to qualifications and experience for the Instructional Services stream as determined under the Educational Services (Schools) General Staff Award 2020. The conditions are determined by the Award.

**Cheryllyn Skewes**  
Principal  
November 2023