

Pymble Ladies' College

POSITION DESCRIPTION

Title:	Head of Coaching and Performance
Date updated:	7th September 2022
Reports to:	Director of Sport

Position Purpose and Objectives

Pymble Sport aims to be a world leader for sport where girls of all ages, abilities and aspirations are encouraged to strive for their highest. Our programs are tailored specifically for girls with the long-term aim of inspiring a lifelong love of sport and activity.

In collaboration with the Director of Sport, this position leads the provision of a safe, professional and well organised sports coaching program for all students K-12, which strives to achieve *Pymble* Sport's aims. The Head of Coaching and Performance will provide leadership for all aspects of the sports coaching program and steer an enjoyable, successful and highly competitive program for *Pymble* students. The Head of Coaching and Performance will be responsible for driving the performance of all *Pymble* sports programs with a focus on increased participation, enjoyment, and development of individuals and teams of all ages and abilities.

Core Role Accountabilities

ROLE RESPONSIBILITIES

- 1. Development, implementation and oversight of an effective coaching structure**
 - 1.1 Lead the development of an effective coaching structure across K – 12.
 - 1.2 Develop, implement and monitor a coach recruitment and retention strategy.
 - 1.3 Support the Head Coaches to effectively allocate and roster coaches.
 - 1.4 Manage effectively and deal expeditiously with issues or concerns that arise in relation to the sports coaching program.
 - 1.5 Maintain a presence at a range of training, coaching and competitions across K – 12.

1.6 Review and guide the process for fair and transparent selection criteria and contribute to advice on student placement where appropriate, as a key element in the coaching structure.

2. Responsibility for the ongoing support, education and mentoring of coaches

2.1 In alignment with the College values build a safe, professional and nurturing working culture, where staff members are known, guided and professionally challenged.

2.2 Establish and implement a coach development plan.

2.3 Take responsibility for and refine the coach induction strategy.

2.4 Develop processes to ensure the effective management and efficient delivery of coaching programs.

2.5 Develop and implement a coach review process.

2.6 Assume a strong presence across College sports both competition and training to observe, monitor and refine coach development.

2.7 Develop and lead an introduction to coaching program for *Pymble* students.

3. Development of a best practice coaching framework

3.1 Access, collate and share a body of coaching research and data to support and underpin the framework.

3.2 Develop coaching policies and processes in conjunction the Director of Sport to support and enhance the framework.

3.3 Encourage the coaching team to access and review coaching.

4. Ensure that the Coaching Team remains abreast of current and best practice coaching standards

4.1 Demonstrate and provide opportunities for sharing of best coaching practice through high quality professional learning programs.

4.2 Be cognisant of current trends in coaching and training as relevant to school age students and promote these amongst coaches.

4.3 Develop and provide coaching resources to the Head Coaches, Sports Co-ordinators and coaches.

5. Sports participation and performance.

- 5.1 Work in collaboration with the Director of Sport, the Head of Sport (7-12), Head of Sport (K-6), Head Coaches and Sports Co-ordinators to develop strategies to grow participation across all sports.
- 5.2 Develop and implement strategic planning processes for individual sports in collaboration with the Head Coaches and Sports Co-ordinators, which focus on improving participation and performance of students of all ages, abilities and aspirations.
- 5.3 Develop and implement methods to measure, monitor and evaluate the participation and performance of programs.

6. Monitor and evaluate student and coach wellbeing

- 6.1 Promote strategies to support coach wellbeing.
- 6.2 Work with Head Coaches and Sports Co-ordinators to monitor wellbeing of high load students who are not in the *Pymble* Elite Sportswomen's Program (PESP).

7. Administration and Record keeping

- 7.1 Foster the process of recording timely and accurate information in relation to sports coaching at the College.
- 7.2 In conjunction with the Director of Sport, provide effective and timely communications to students, staff and parents in relation to the sports Coaching Program as appropriate.

8. Financial and infrastructure management

- 8.1 Develop and oversee delegated areas of the Coaching Budget to meet coaching priorities.

9. Communication

- 9.1 Ensure all written and verbal communication is courteous, professional, accurate and reflective of College values.

10. Risk and Compliance

- 10.1 Report directly to the Principal on any matters relating to child protection.
- 10.2 Consistently adhere to College policies and procedures, importantly the Risk Management, WHS, Child Protection and our emergency response practices.

11. Professional Learning

11.1 In partnership with your Manager, continuously align your skills and professional development requirements to ensure that you are meeting the obligations of your role.

12. Other duties may be required from time to time

Core skills, knowledge and experience

- Willingness to support the ethos and values of the College.
- Tertiary qualifications in Sports Science, Exercise Physiology, Sports Psychology, Physical Education or equivalent relevant experience.
- Willingness to work on weekends and outside of regular school hours
- Previous employment experience in education, desirable.