



# *Pymble Ladies' College*

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## **POSITION DESCRIPTION**

**Title:** Language Arts Coach  
**Reports to:** Head of Co-Curricular Language Arts

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## **POSITION SUMMARY**

The Language Arts Coach will assist with the supervision, mentoring and training of Pymble Ladies' College Language Arts students.

## **KEY RESPONSIBILITIES**

### **1. Coaching**

- 1.1 Supervise students and ensure their safety during all activities.
- 1.2 Train and mentor students following the Language Arts Code of Conduct.
- 1.3 Attend weekly trainings and debates to maintain standard of Language Arts program.
- 1.4 Encourage students to explore global media forms in order to stay abreast of national and international news, policy and shifts.
- 1.5 Deliver a consistent program of coaching materials in order to extend and improve the Language Arts skills of all students.

### **2. Communication**

- 2.1 Conduct all communication with students, staff, parents and members of Pymble Ladies' College community and external entities in a professional and respectful manner.
- 2.2 Ensure all written communication is courteous, professional, accurate and reflective of the professional standards of the College.
- 2.3 Contribute towards the development of effective communication through developing positive and professional relationships with all staff.

### **3. Risk and Compliance**

- 3.1 Ensure that work undertaken is done within the policy of Risk Management and WHS practices.
- 3.2 Meet the expectations for safety in the workplace and report potential risk to the Coordinator.

- 3.2 Remain informed about Emergency Response procedures and be capable of following and applying these should it become necessary.
- 3.3 Report directly to the Principal on any matters relating to child protection.
- 3.4 Consistently adhere to College policies and procedures.

#### **4. Professional Learning**

- 4.1 Remain abreast of current and best practice standards.
- 4.2 Identify and participate in training programs that will enhance innovation and improve knowledge and skill.

#### **5. Other duties may be required from time to time**

### **POSITION REQUIREMENTS / CAPABILITIES**

- Willingness to support the ethos and values of the College.
- Demonstrated commitment to continuous improvement .
- Ability to demonstrate professional conduct and discretion at all times.
- Demonstrated ability to communicate effectively with and encourage young people.
- Previous experience coaching Debating in a similar environment.