



POSITION DESCRIPTION

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the Principal, in response to the strategic direction of the School, and the development of the skills and knowledge of the position.

JOB TITLE	Jump Start Gymnastics Program Manager and Head Coach
HOURS OF WORK	Full time
SCHOOL	Across whole School
FACULTY/DEPT	Artemis Centre
REMUNERATION CLASSIFICATION	Educational Services (Schools) General Staff Award 2010
REPORTS TO	Director of Artemis Programs, and ultimately the Principal.
SUPERVISES	Casual Jump Start Gymnastics Coaches and relevant contractors.
POSITION OBJECTIVE	<p>This role is responsible for the year-round operation and promotion of the MGGS Jump Start Gymnastics Program, which includes managing the “Gymnastics for All” and “KinderGym” programs as well as providing quality coaching and instruction to MGGS students and the wider community.</p> <p>The primary purpose of the MGGS Jump Start Gymnastics Program is to inspire all students to lead a physically active and healthy life by teaching them fundamental movement skills in a fun, safe, inclusive and enjoyable space. The Jump Start Gymnastics Manager and Head Coach will be responsible for leading the continued growth and development of these aims.</p>
KEY ACCOUNTABILITIES	KEY TASKS
Program Development and Management	<ul style="list-style-type: none"> • Manage and carry out all operational requirements of the MGGS Jump Start Gymnastics Program with a focus on 3 to 10 year olds, with assistance from the Artemis Operations Manager; • Provide high quality gymnastics coaching; • Plan and manage a weekly timetable to run in alignment with the School (term and year) calendar. This includes scheduling and planning holiday programs;



	<ul style="list-style-type: none"> • Assess participants to ensure allocation into appropriate lessons and levels; • Implement a model to track and monitor participants to ensure positive skill and physical development; • Work closely with the MGS Facilities Manager and Artemis Operations Manager to ensure a safe, healthy and highly presentable Jump Start Zone; • Manage a team of gymnastics coaches and when required recruit in liaison with Human Resources. Provide leadership and mentoring to all Artemis Gymnastics Program coaches; • Work in collaboration with the Director of Artemis Programs and the Artemis Operations Manager to implement the MGS Jump Start Gymnastics Program business plan as a commercial enterprise; • Collaborate with PPH staff to provide a gymnastics program to meet curriculum requirements; and • Provide leadership to additional physical pathway options for gymnastic students such as cheerleading and diving.
<p>Communication and Relationships</p>	<ul style="list-style-type: none"> • Work with the MGS Community office in preparing promotional and marketing material and distribution of program information to the MGS and wider community; • Foster a positive training culture and fun environment within the Jump Start Gymnastics Program; • Foster collaborative relationships with other Heads of Programs to support the development of a cohesive sport and activity offering at MGS; • Foster close and collaborative relationships with relevant stakeholders including support staff and external health providers to ensure a holistic approach to skill and physical development, and student wellbeing; • Comply with preferred communication methods used to disseminate information to MGS staff, parents and students including eVI and email; • Always communicate professionally and effectively with stakeholders including students, parents, MGS Staff and external groups.
<p>Professional Learning and Education Program</p>	<ul style="list-style-type: none"> • Work with CEE (Student Enterprise) to establish an education program for MGS students to gain gymnastics coaching accreditation; • Provide training, support and assistance to the PPH department to establish and deliver a high-quality curriculum based fundamental skill development program; and • Attend Professional Development workshops and seminars that will assist in successfully meeting the objectives of this role.



Policy	<ul style="list-style-type: none"> • Ensure all School policies are adhered to without exception, particularly in regard to Child Safety, OH&S and the Casual Sports Coach Code of Conduct; and • Notify and report any and all incidents as soon as possible to the Director of Artemis Programs.
Staff	<ul style="list-style-type: none"> • Attend all staff meetings, when required.
Other	<ul style="list-style-type: none"> • Any other duties as requested by the Director of Artemis Programs or the Principal.
QUALIFICATIONS / MEMBERSHIPS	<ul style="list-style-type: none"> • Minimum Intermediate Level Gymnastics Coaching accreditation; • Current Gymnastics Australia Technical Member; • Current Senior First Aid and CPR Certificate; and • Current Victorian Working with Children Check. <p>Desirable:</p> <ul style="list-style-type: none"> • Tertiary qualification/s in Physical Education, Sports Science, Human Movement or Coaching
SKILLS / KNOWLEDGE REQUIRED	<ul style="list-style-type: none"> • Minimum of 5 years' gymnastics coaching experience; • Demonstrated experience managing a gymnastics program including the ability to strategically plan, monitor and evaluate programs and manage a cohort of coaches; • A sound, up to date understanding of current trends and professional practices in coaching principles and methodology, and gymnastics development; • Intermediate MS Office skills (specifically Word, Excel and Outlook) and experience using relevant coaching applications, tools and analysis systems; • High level literacy and numeracy skills and strong attention to detail; • Excellent organisational, planning and time-management skills; and • Previous experience in Cheerleading coaching (desirable).
Key Competencies	<ul style="list-style-type: none"> • Ability to create an inclusive, fun and productive learning environment; • A passion for gymnastics and providing opportunities and positive experiences for children to get involved; • Ability to communicate with students in a way that converts complex techniques into sports language and effective coaching; • High level communication and inter-personal skills which build and maintain effective and positive working relationships with immediate supervisors, colleagues and key stakeholders including officials;



	<ul style="list-style-type: none"> • Ability to work in a team, and a proactive and collaborative approach to problem solving; • Ability to exercise sensitivity and confidentiality in all dealings.
Other Requirements	<ul style="list-style-type: none"> • High level of trust, integrity and work ethic; • Proactive, resilient and able to work productively; • Professional and diplomatic approach to work; • Flexibility with working hours.
CHILD SAFETY	<p>All staff at Melbourne Girls Grammar are expected to take an active role and are well informed of their obligations in relation to Child Safety. The Melbourne Girls Grammar Child Safety Statement is incorporated in the MGGS staff employment cycle from recruitment and reference checking to induction, 3 and 6 month review processes and regular staff training and professional development.</p> <p>Employment with Melbourne Girls Grammar is subject to school policies including the Child Safety Policy, Child Safety Code of Conduct and Child Safety Statement as listed below.</p> <p>Child Safety Statement: Melbourne Girls Grammar</p> <ul style="list-style-type: none"> • has zero tolerance for child abuse • actively works to listen to and empower children • has systems to protect children from abuse, and will take all allegations and concerns very seriously and responds to them consistently in line with the organisation's policies and procedures • is committed to promoting physical, emotional and cultural safety for all children • is committed to providing a safe environment for all children

To learn more about the history, vision, mission and values of Melbourne Girls Grammar, please visit <https://www.mggs.vic.edu.au/>