

### 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.

<b>JOB TITLE</b>	<b>Head of Netball</b>
<b>HOURS OF WORK</b>	Full Time, 38 hours per week Tuesday – Saturday This position works during school terms and during non-term time. Weekly schedule will be adjusted in consultation and ahead of time.
<b>SCHOOL</b>	<b>Melbourne Girls Grammar</b> Senior School (Merton Hall Campus) 86 Anderson Street, South Yarra, 3141 Junior School (Morris Hall Campus) 100 Caroline Street, South Yarra, 3141 This role requires occasional travel between campuses, and venues.
<b>FACULTY/DEPT</b>	Artemis Programs
<b>REMUNERATION CLASSIFICATION</b>	Educational Services (Schools) General Staff Award 2020
<b>REPORTS TO</b>	Head of Sport and Coaching, Executive Director, Artemis Programs, and ultimately the Principal.
<b>SUPERVISES</b>	<ul style="list-style-type: none"> <li>• Netball supervisors</li> <li>• Volunteer &amp; Assistant Netball Coaches and Netball Coaches</li> <li>• Relevant contractors</li> </ul>
<b>POSITION OBJECTIVE</b>	<p>Melbourne Girls Grammar aspires to deliver a leading sport and physical activity program which nurtures confident and capable girls with the skills, knowledge, and behaviours to be fit for life, to make healthy and informed decisions relating to their physical performance and wellbeing, and to take courage to do new things in an ever-changing environment. It is our vision for every Grammarian to be active every day, and for every one of our graduates to leave “our red brick fence” engaged in sport or physical activity on a regular basis.</p> <p>The <b>Head of Netball</b> is responsible for leading the development and delivery of a well-rounded program which aspires to be a leading School netball program.</p>



	<p>MGGS Netball includes fundamental skill development programs through to delivery of recreational, competitive and performance pathways founded on the provision of quality coaching and teaching.</p> <p>MGGS Netball is committed to inspiring and preparing our students for the rich experiences, challenges, and rewards of netball, now and into the future. This is achieved through a coaching model that reflects a positive youth sport development approach to learning, personal growth and development, positive engagement and participation, performance, and excellence.</p> <p>The Head of Netball is responsible for:</p> <ol style="list-style-type: none"><li>1. Program administration, development, and management.</li><li>2. Coaching, student wellbeing, development, and performance.</li><li>3. Positive leadership of people and culture, and delivery of a well-rounded program that emphasises enjoyment, long-term participation, age-appropriate development and supporting students to be their best.</li></ol>
<b>KEY ACCOUNTABILITIES</b>	<b>KEY TASKS</b>
<b>Program Administration, Development, and Management</b>	<ul style="list-style-type: none"><li>• Work with Executive Director of Artemis Programs and Head of Sport and Coaching to:<ul style="list-style-type: none"><li>○ Develop a strategic plan to meet sustainable growth outcomes.</li><li>○ Undertake and report on a comprehensive seasonal review process to inform continuous refinement and direction of strategic plan, and improvements to operational plans.</li></ul></li><li>• Align with the MGGS Fit for You Framework to implement a planned and graduated netball program for girls in Year 2 – Year 12, including:<ul style="list-style-type: none"><li>○ Netball FUNdamentals.</li><li>○ Opportunities to encourage high participation and engagement of MGGS students across various offerings within the netball program (competitive and performance pathway opportunities, as well as a recreational netball component.)</li><li>○ Integrating with other Sport Program Leads to collaborate and extend expertise in facilitating development of multi-sport student-athlete and effective transference of athletic and skill development capabilities.</li></ul></li><li>• Ensure operational excellence across all levels of the program, high level recordkeeping, file notes and documentation.</li><li>• Planning of annual training and competition schedule.</li><li>• Plan and manage a weekly timetable to run in alignment with the School (term and year) calendar. This includes scheduling and planning holiday programs.</li><li>• Preparation of program literature and information, including program handbook, season planners, coach guidebook, education material and resources.</li></ul>



	<ul style="list-style-type: none"> <li>• Work with the Artemis Operations Manager to develop and implement risk management protocols and to ensure delivery of safe, healthy and effective sessions on and off campus.</li> <li>• Implement a model to track and monitor participants to ensure positive skill and physical development.</li> <li>• Work with MGGS Student Enterprise and Wellbeing Teams to establish an education program for MGGS students to gain netball coaching and umpiring accreditation.</li> <li>• Provide training, support, and assistance to the HPE department to establish and deliver a high-quality curriculum based fundamental netball skill development program.</li> <li>• Ensure compliance with competition framework, sport integrity and inclusion, selection criteria and sport policy.</li> </ul>
<b>Coaching (Training and Competition), Student Wellbeing, Development and Performance</b>	<ul style="list-style-type: none"> <li>• Prepare MGGS students to compete in weekly Saturday Netball competitions (Richmond and Boroondara) as well as Girls Sport Victoria (GSV) Netball, and School Sport Victoria (SSV) Netball, building a sense of team and positive outcomes in:               <ol style="list-style-type: none"> <li>(1) Personal growth and wellbeing</li> <li>(2) Participation and community</li> <li>(3) Performance and the pursuit of excellence</li> </ol> </li> <li>• Attendance at weekly training and competitions, ensuring fixtures and match preparation runs smoothly with all key stakeholders involved in the program.</li> <li>• Provide high quality coaching.</li> <li>• Foster a positive and welcoming training culture and fun environment.</li> <li>• Connect regularly with MGGS wellbeing teams (JY, MY, and SY), and teaching and learning staff to support the wellbeing and performance potential of students in the program.</li> <li>• Assess students and coaches to ensure allocation into appropriate teams and programs.</li> <li>• Talent identification and regular monitoring of student-netballers into appropriate programs to ensure positive skill and physical development alongside wellbeing outcomes.</li> <li>• Assist Head of Sport and Coaching and Sport Coordinator in coordination of Interschool – GSV training schedules and expectations around selection.</li> </ul>
<b>Positive leadership of people and culture</b>	<ul style="list-style-type: none"> <li>• Work with the Head of Sport and Coaching, Artemis Operations Manager, and Human Resources to recruit, induct and manage high quality coaching team to oversee delivery of weekly training and in-competition coaching, ensuring:               <ul style="list-style-type: none"> <li>○ Compliance with coach recruitment processes and implementation of a streamlined and welcoming induction process.</li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>○ Adherence to MGGSS Policies without exception, including mandatory reporting and child safety, anaphylaxis management and first aid.</li> <li>○ Manage the issue and return of MGGSS Coaches uniform (e.g., MGGSS Coaches Training Tee/Polo/ Jacket) within the coaching group.</li> <li>• Manage operational and administrative responsibilities of coaching team, specifically:             <ul style="list-style-type: none"> <li>○ Coaching rosters (1) training and (2) game,</li> <li>○ Processing of monthly coaches' timesheets.</li> </ul> </li> <li>• Provide positive leadership and mentoring of MGGSS Netball coaches, including:             <ul style="list-style-type: none"> <li>○ Implementation of a guided performance evaluation process.</li> <li>○ Support of all coaches in their learning and application of coaching practice and principles.</li> <li>○ Delivery of high-quality coaching, teaching, and care which reflects an FTEM (Foundations-Talent-Elite-Mastery) approach to learning and personal development, participation, performance and excellence.</li> <li>○ Fostering a professional approach amongst coaching team, including immaculate presentation and willingness to exceed expectations.</li> <li>○ Conducting annual development and performance reviews.</li> </ul> </li> <li>• Collaborate with Head of Sport and Coaching to map and integrate elements of Artemis coach development framework.</li> <li>• Manage the issue and return of MGGSS Coaches uniform (e.g. MGGSS Coaches Training Tee/Polo/ Jacket) within the coaching group.</li> <li>• Foster a professional approach amongst coaching team, including immaculate presentation and willingness to exceed expectations.</li> <li>• Build a strong sense of team and belonging within our coaching community.</li> </ul>
<b>Communication and Relationships</b>	<ul style="list-style-type: none"> <li>• Employ preferred communication methods used to disseminate information to MGGSS staff, parents and students including eVI (internal platform) and/or MGGSS email.</li> <li>• Communicate professionally, warmly, and effectively with stakeholders including students, parents, MGGSS Staff and external groups.</li> <li>• Connect with students and coaches at scheduled training sessions, matches, and events by (1) being a visible presence at sessions, and (2) open communication lines with coaches to ensure feedback goes up and down the line.</li> <li>• Ensure all information is updated on eVI. Ensure information is clear and transparent.</li> </ul>



	<ul style="list-style-type: none"> <li>Foster collaborative relationships with colleagues (specifically Heads of Programs) to support the development of a cohesive sport and activity offering at MGGS.</li> <li>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.</li> <li>Escalate important information, issues, complaints or risks to the Head of Sport and Coaching and/or Executive Director of Artemis Programs. Ensure lines of communication and flow of information is regular, open and consistent.</li> </ul>
<b>PROFESSIONAL DEVELOPMENT</b>	<ul style="list-style-type: none"> <li>Actively participate and share in the professional learning program, opportunities, and development within the Artemis team.</li> <li>Review and update the eVI Coaches Hub (Netball) professional learning page for casual coaches.</li> <li>Actively participate and attend (other) meetings as part of the mandatory requirements of all staff employed by MGGS.</li> </ul>
<b>SAFETY AND COMPLIANCE</b>	<p><u>School:</u></p> <ul style="list-style-type: none"> <li>Ensure all School policies are adhered to without exception, particularly in regard to Child Safety, OHS, Codes of Conduct, First Aid, Privacy and Positive Relationships and Respectful Workplace.</li> <li>Report to the Artemis Operations Manager (and ultimately Chief Operating Officer) to develop, implement, and review risk assessment portfolio for all netball related activities.</li> <li>Responsible for ensuring a safe, clean, healthy and highly presentable training environment which is compliant with MGGS risk management plans and OH&amp;S requirements at all times.</li> <li>Notify and report any and all incidents as soon as possible to the Head of Sport and Coaching and/or the Artemis Operations Manager.</li> </ul> <p><u>Sport:</u></p> <ul style="list-style-type: none"> <li>Ensure compliance with competition framework, sport integrity and inclusion, selection criteria and sport policy.</li> <li>Ensure compliance with National Sporting Organisation (NSO) and relevant sporting association regulations (e.g., GSV, SSV.)</li> <li>Ensure compliance with sport specific selection policy and processes, sports codes of behaviour, and high-level sports administration. Implement an annual review process for all policies and procedures.</li> <li>Ensure program enrolments, permissions and consent are compliant with MGGS standards.</li> </ul>
<b>Child Safety Requirements/ Obligations</b>	<ul style="list-style-type: none"> <li>Must have experience working with children.</li> <li>Demonstrated ability to follow child safety protocols when supervising children and young people in relation to child safety.</li> </ul>



	<ul style="list-style-type: none"> <li>• Must be able to demonstrate an understanding of appropriate behaviours when engaging with children.</li> <li>• Abide by all MGS Child Safety Policies and Codes of Conduct and demonstrate active commitment to the MGS Statement of Commitment to Child Safety.</li> <li>• Supervise and manage staff appropriately including regular reviews to check whether staff are following Codes of Conduct and other child safe policies.</li> <li>• Demonstrated commitment to promote Aboriginal cultural safety and awareness and the safety of Aboriginal children and/or communities.</li> <li>• Demonstrated ability to promote the safety, wellbeing and inclusion of all children including those with a disability or those from culturally and/or linguistically diverse backgrounds.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Attend assemblies and school events as required by Head of Sport and Coaching, and/or Executive Director, Artemis Programs.</li> <li>• Punctual attendance at all sessions.</li> <li>• Be available and accessible to meet with students as required.</li> <li>• Any other duties as requested by the Head of Sport and Coaching and Executive Director, Artemis Programs, or the Principal.</li> </ul>
<b>QUALIFICATIONS</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Accredited netball coach (Netball Victoria)</li> <li>• Netball Victoria Member</li> <li>• Current HLTAID009 Provide CPR and HLTAID011 Provide First Aid qualifications;</li> <li>• Current Victorian Working with Children Check.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Tertiary qualification/s in Physical Education, Sports Science, Human Movement or Coaching</li> </ul>
<b>SKILLS / KNOWLEDGE REQUIRED</b>	<ul style="list-style-type: none"> <li>• Minimum of 5 years' of netball coaching or managing experience;</li> <li>• Demonstrated experience managing a netball program including the ability to strategically plan, monitor and evaluate programs and manage a cohort of coaches;</li> <li>• Demonstrated experience and success leading a small to medium sized team, managing inductions, conducting staff training, providing staff performance feedback, rostering and scheduling.</li> <li>• Demonstrated experience preparing, implementing and monitoring budgets;</li> <li>• A sound, up to date understanding of current trends and professional practices in coaching principles and methodology, and netball development;</li> </ul>



	<ul style="list-style-type: none"> <li>Intermediate MS Office skills (specifically Word, Excel and Outlook) and experience using relevant coaching applications, tools and analysis systems;</li> <li>High level literacy and numeracy skills and strong attention to detail;</li> <li>Excellent organisational, planning and time-management skills.</li> </ul>
<b>Key Competencies</b>	<ul style="list-style-type: none"> <li>High empathy and well-developed intra and inter-personal skills which build and maintain effective and positive working relationships with immediate supervisors, colleagues and key stakeholders;</li> <li>Ability to create an inclusive, fun and productive learning environment;</li> <li>Ability to communicate with students in a way that converts complex techniques into sports language and effective coaching;</li> <li>Ability to work in a team, and a proactive and collaborative approach to problem solving;</li> <li>Ability to exercise sensitivity and confidentiality in all dealings.</li> </ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>High level of trust, integrity and work ethic;</li> <li>Proactive, resilient and able to work productively;</li> <li>Professional and diplomatic approach to work; and</li> <li>Flexibility with working hours.</li> </ul>
<b>CHILD SAFETY</b>	<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 adherence to school policies including the <a href="#">Child Safety Policy</a>, <a href="#">Child Safety Code of Conduct</a> and Child Safety Statement as listed below.</p> <p><b>MGGS Statement of Commitment to Child Safety</b></p> <ul style="list-style-type: none"> <li>As MGGS staff, volunteers, contractors, and any other members of our school community involved in child-connected work, we are responsible for supporting and promoting the safety of children.</li> <li>We are committed to the safety, participation and empowerment and protecting of all children / students in our care and adhering to our <a href="#">Child Safety Policy</a>.</li> <li>We are committed to providing a child-safe and child-friendly environment, where children and young people are safe and feel safe and are able to actively participate in decisions that affect their lives.</li> <li>We have zero tolerance of child abuse and are committed to the protection of children from all forms of child abuse and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures. Our policies and procedures will provide the name and contact details of staff who have specific responsibilities in relation to child safety and who may receive reports of suspicion of child abuse. Child abuse includes sexual offences,</li> </ul>





	<p>grooming, physical violence, serious emotional or psychological harm, serious neglect and a child's exposure to family violence.</p> <ul style="list-style-type: none"><li>• We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.</li><li>• We are committed to preventing child abuse, identifying risks early and removing and reducing these risks.</li><li>• We have robust human resources and recruitment practices for all staff and volunteers.</li><li>• We are committed to regularly training and educating our staff and volunteers on child abuse risks. We support and respect all children, as well as our staff and volunteers.</li><li>• We are committed to the emotional, physical and cultural safety of all children and to providing a safe environment for their learning.</li><li>• We are committed to promoting the cultural safety and participation of Indigenous children, young people and their families.</li><li>• We have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.</li></ul>
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To learn more about the history, vision, mission and values of Melbourne Girls Grammar, please visit <https://www.mggs.vic.edu.au/>

Reference	Rev	Date	Page	Authorised By	Signed by Employee
Head of Netball	3	Jan 2024	8 of 8	The Principal	_____/____/____