

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	Boroondara Netball Coordinator
HOURS OF WORK	Part Time, Fixed Term Allocated working days and hours occur from Monday to Saturday, between the hours of 6.00am to 6.00pm. Workdays and hours vary from Term to Term.
SCHOOL	Melbourne Girls Grammar Merton Hall Campus 86 Anderson Street, South Yarra VIC 3141 Travel to off-campus venues will be regularly required. It is expected that the Netball Coordinator is able to make their own way to sporting venues and bring with them the required equipment (including netballs, bibs, MGS first aid kit etc.).
FACULTY/DEPT	Artemis Programs
CLASSIFICATION	Educational Services (Schools) General Staff Award 2020
REPORTS TO	Head of Netball, Head of Sport and Coaching, and ultimately the Principal.
SUPERVISES	Volunteer & Assistant Netball Coaches and Netball Coaches. Students from Year 8 - Year 12 during coaching and competition.
POSITION OBJECTIVE	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. MGS 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. The Netball Coordinator for our Boroondara Program is a part-time position, responsible for:



	<ol style="list-style-type: none"> 1. Providing administrative supporting to the Head of Netball. 2. Supervising and coordinating all coaches, assistant/volunteer coaches and students involved with the Boroondara Netball program. 3. Acting as the key contact point for parents and coaches during games and training sessions: Terms 1: Preparation, planning, trials and (potentially) matches (depending on the annual fixture.) Term 2 and 3: Competition season. Term 4: Boroondara Spring Fling program.
KEY ACCOUNTABILITIES	KEY TASKS
COACHING, SUPERVISION & CO-ORDINATION (TECHNICAL KNOWLEDGE, SKILLS AND ABILITIES)	<ul style="list-style-type: none"> • Provide high quality and effective Netball coaching to teams allocated to you by the Head of Netball: <ul style="list-style-type: none"> ○ Application of contemporary coaching principles and methodologies. ○ Deliver engaging, fun, creative and interesting sessions. ○ Differentiate coaching according to age and abilities of participants. ○ Actively participate to demonstrate skills, movements, and strategies as required. ○ Support students to develop competence, confidence, character, and connection. ○ Foster a positive training culture and fun environment. • Coordinate Netball coaching and player rosters, including responding to last minute changes and arranging covers. • Attend all Boroondara games, competitions, and training sessions and be the main point of contact for parents and coaches. • Communicate important information, issues, complaints or risks to the Head of Netball. Ensure lines of communication and flow of information is regular, open, and consistent. • Provide feedback and observations of coach and student performance to the Head of Netball, including positive achievements, constructive criticism, and behavioural/performance concerns. It is not the role of the Netball Coordinator to handle disciplinary issues regarding students or staff, however they may support the Head of Netball in carrying out performance reviews. • Develop and mentor coaches, providing feedback on their sessions and be available to guide planning for future sessions. • If a regular coach is unavailable, Netball Coordinator to step in and coach individual squads during training sessions and competitive games. • Display a strong technical knowledge of competition rules and regulations.



	<ul style="list-style-type: none"> Assist the Head of Netball with appropriate team selection. <p><i>Mandatory administrative tasks:</i></p> <ul style="list-style-type: none"> Mark the roll for each session via Fusion. Report results – where applicable, report all match and event results to the Head of Netball at the conclusion of the shift using the Program’s preferred method. Distribute schedules and information to students/parents regarding training, games and event times/locations.
<p>PROFESSIONAL BEHAVIOUR</p>	<ul style="list-style-type: none"> Arrive ahead of time for every training session or match, ensuring adequate time to set up. Wear the correct uniform at all times, professionally attired: <ul style="list-style-type: none"> MGGs Coaches tee shirt to every training session and match with navy or black pants/shorts. A navy/black long-sleeve top can be worn underneath the tee if needed. A navy/ black jacket or jumper is also recommended depending on severity of weather. Appropriate shoes for the relevant playing surface. Display maturity and always behave professionally with students, parents and colleagues. Show care for all equipment and facilities, following procedure to safely return equipment to correct storage area. Display high levels of trust, integrity and work ethic.
<p>PLANNING AND PREPARATION</p> <p>(SELF-MANAGEMENT)</p>	<ul style="list-style-type: none"> Assist Head of Netball to plan, develop and implement a graduated netball program for girls in the Boroondara program. Prepare for sessions ahead of time and deliver them to pre-planned structures/schedules. Manage time effectively to get the most out of every session. Display excellent organisational, planning and time-management skills. Consistently meet deadlines and targets as set by the Head of Netball. Maintain departmental files including roles, results and records of student achievements (i.e. Sporting Awards) as required. Complete program-specific coaching courses via the eVI Coaches Hub, when instructed.
<p>RELATIONSHIP BUILDING</p>	<ul style="list-style-type: none"> Friendly and approachable with students, parents and colleagues. Prioritise knowing each student on an individual level - learn their names, understand their level of skill, motivation and confidence. Adapt behaviours to suit different age groups and stakeholders. Display active and effective listening skills. Display empathy and nurture athletes when appropriate.



COLLABORATIVE PRACTICE	<ul style="list-style-type: none"> • Ensure compliance with competition framework, sport integrity and inclusion, selection criteria and sport policies. • Ensure up to date understanding of team objectives and goals, and contribute meaningfully to furthering the Netball Program. • Work well within the team – act as a team player. • Take accountability for delivery of individual outcomes.
DECISION MAKING	<ul style="list-style-type: none"> • 'Think on your feet' and find solutions to problems effectively. • Manage competing priorities appropriately - understand what needs actioning now or can wait. • Recognise when help is required and be confident to ask for support.
COMMUNICATION	<ul style="list-style-type: none"> • Communicate using approved platforms only: <ul style="list-style-type: none"> ○ MGS email address ○ Telephone calls and texts ○ eVI posts ○ TeamApp ○ SharePoint • Respond to communication quickly and effectively. • Notify Head of Netball of important information ahead of time, or as soon as possible (e.g. when you cannot work a shift.) • Communicate information clearly and ensure instructions are easy to understand. • Be professional, polite and age-appropriate in all communications with all groups, including students, parents, MGS Staff and officials. • Appropriately defer issues or problems to the Head of Netball or Head of Sport and Coaching, such as student or parent complaints. • Ensure all MGS information relating to students, coaches, parents or community members is kept strictly confidential. Any breaches to privacy should be reported according to the MGS Privacy Policy (available on eVI).
RISK AND POLICIES	<ul style="list-style-type: none"> • Actively check environments for risks at the beginning of each session, and immediately address them as appropriate. • Always ensure the safety of the participants by promoting a physically, emotionally, and culturally safe space for students. • Always remain equipped with first aid kits when required (e.g. coaching off-campus) and administer first aid if a student is in need. • Report all incidents, accidents and identified risks to the Head of Netball and/or Head of Sport and Coaching. This includes 'near misses' and lost or broken equipment.



	<ul style="list-style-type: none"> • Take personal accountability to be adequately informed of student medical conditions. • Understand and demonstrate correct student-transport ratios when travelling off-campus. • Ensure all School policies are adhered to without exception, particularly in regard to Child Safety, OHS, Codes of Conduct, First Aid, Uniform, Sun Protection, Privacy and Positive Relationships and Respectful Workplace. • Adhere to the MGGGS Sports Coach Code of Conduct. • Fulfill First Aid, Policy Register, Anaphylaxis and/or Mandatory Reporting requirements as may be designated by the School or according to the Artemis Coaches Hub.
PROFESSIONAL DEVELOPMENT	<ul style="list-style-type: none"> • Actively participate and share in the professional learning program, opportunities, and development within the Artemis team. • Regularly attend Professional Development workshops and seminars that will assist in successfully meeting the objectives of this role. • Actively participate and attend (other) meetings as part of the mandatory requirements of all staff employed by MGGGS.
CHILD SAFETY REQUIREMENTS / OBLIGATIONS	<ul style="list-style-type: none"> • Must have experience working with children; • Demonstrated ability to follow child safety protocols when supervising children and young people in relation to child safety; • Must be able to demonstrate an understanding of appropriate behaviours when engaging with children; • Abide by all MGGGS Child Safety Policies and Codes of Conduct and demonstrate active commitment to the MGGGS Statement of Commitment to Child Safety; • Supervise and manage staff appropriately including regular reviews to check whether staff are following Codes of Conduct and other child safe policies; • Demonstrated commitment to promote First Nations cultural safety and awareness and the safety of First Nation children and/or communities; • 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.
OTHER	<ul style="list-style-type: none"> • Terms 1 will involve preparation, planning, trials and a few weeks of competitions; Term 2 and 3 is the competition season, and in Term 4 this role will co-ordinate and coach a Boroondara Spring Fling netball team. • Netball Coaching at MGGGS involves the demonstration of skills, techniques and drills, and active participation in sessions. It is a requirement that Netball Coaches are physically fit and healthy enough to carry out demonstrations and actively participate in coaching activities without risk of harm to themselves or others.



	<ul style="list-style-type: none"> Attend operational and planning meetings, workshops and focus groups as required by the Head of Netball, Head of Sport and Coaching, and/or Executive Director, Artemis Programs. Attend assemblies and school events as required by the Head of Netball, and/ or Head of Sport and Coaching. Any other duties as requested by the Head of Netball, Head of Sport and Coaching or the Principal.
<p>QUALIFICATIONS & EXPERIENCE</p> <p>It is recommended that all Coaches obtain a Level 1 Coaching Accreditation.</p>	<p>Essential</p> <ul style="list-style-type: none"> Sports Australia Community Coaching Essential Skills Course; Valid Victorian Employee Working with Children Check (WWCC) or Victorian Institute of Teaching (VIT) registration; and Current First Aid and CPR training (HLTAID009 + HLTAID0011). Foundation Netball Coaching Accreditation. Understanding of 'Net, Set, Go' accreditation <p>Desirable</p> <ul style="list-style-type: none"> Valid Victorian Driver's License. Foundation Umpire Accreditation (C Badge or B Badge) Development Coaches Accreditation
<p>CHILD SAFETY</p>	<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 MGGGS 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 Child Safety Policy, Child Safety Code of Conduct and Child Safety Statement as listed below.</p> <p>MGGGS Statement of Commitment to Child Safety</p> <ul style="list-style-type: none"> As MGGGS 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. We are committed to the safety, participation and empowerment and protecting of all children / students in our care and adhering to our Child Safety Policy. 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. 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,



	<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">• We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.• We are committed to preventing child abuse, identifying risks early and removing and reducing these risks.• We have robust human resources and recruitment practices for all staff and volunteers.• 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.• We are committed to the emotional, physical and cultural safety of all children and to providing a safe environment for their learning.• We are committed to promoting the cultural safety and participation of Indigenous children, young people and their families.• We have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.
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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/>