



MLC

Methodist Ladies' College Position Description

Position:	Stars Netball Manager & Coach
Reports to:	Director of Sport
Department:	Intensive Sport Program
Date:	May 2019

Primary Purpose

The Manager of the MLC Stars Netball Program is responsible for the administration and management of the MLC Stars Netball teams and coaches. The Manager also provides coaching sessions during the school week, and coaches players on Saturdays in the Boroondara Netball Association competition.

Position in Context

The MLC Stars Netball Program is based in the Physical Education Centre (PEC) at MLC. The PEC is a modern, well-maintained and highly utilised sporting and recreational facility. The Stars Netball program is part of the MLC Intensive Sport Program, which offers specialist programs in various sports. The Stars Netball Program is a valuable and exciting program, fully supported by the College. It provides opportunities for students of all standards to learn the skills and strategies of the game and enjoy participation in a competitive team environment.

Key Contacts

Direct Reports:

Approximately 13 netball coaches.

Internal:

- Students
- Parents
- Director of Sport
- MLC Stars Netball Program Coaches
- PE Teachers and Sport Coaches
- PEC Administrator
- Sport Administrator
- PEC Supervisors
- Security Personnel

External

- Boroondara Netball Association personnel
- Umpires

Major Duties and Responsibilities

1. Recruitment and employment of coaching staff.
2. Leadership and management of coaching staff.
3. Actively leading and coaching players and coaches at Saturday games during the netball season
4. Active participation in and provision of, relevant professional development for staff.
5. Maintenance of first aid, CPR and coaching qualifications of staff.
6. Development and updating a documented, sequential, coaching manual that caters for all students' learning styles and incorporates current developments in coaching theory and netball coaching.
7. Ensuring improvement in students' level of skill, knowledge and application.
8. Maintenance of, or increasing, student numbers in the program.
9. Financial management of the program.
10. Compiling reports as required for CMT reports, Connections, the Annual Sport Report, Sport Coaches Meetings etc.
11. Ensuring the safety and security of students and coaches
12. Maintaining clear and efficient communication with players and parents.
13. Involvement in wider College activities where relevant.

Person Specification

Essential Criteria

1. Level 1 National Coach & Instructor Scheme / Australian Coaching Council Award in netball
2. Level 2 Workplace First Aid and CPR qualification
3. Relevant playing and coaching experience
4. Proven communication, organisational and time management skills

Desirable Criteria

1. Umpire Badge
2. Proven experience in developing innovative and successful netball programs
3. Experience in working in team orientated environment
4. Experience in leading and motivating staff

This position is required to attend matches on Saturday's at Macleay Park, in the Boroondara Netball Association competition. Attendance on some Fridays will also be expected.

MLC performs thorough assessments of potential and existing employees. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person to be trusted to work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, Criminal Records Checks and Working with Children Checks.

MLC's commitment to Child Safety

MLC is committed to the safety, participation and empowerment of all children. All members of our community, including employees, contractors, agency staff and volunteers, have an important role in providing students

with a safe and nurturing environment in which to prosper and thrive. MLC has zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently within our policies and procedures.

MLC is committed to preventing child abuse through identifying risks early and removing and reducing these risks. We have robust human resources and recruitment practices, supported by regular training and development.

We support and respect all children, as well as all members of our community. We are committed to the cultural safety of Aboriginal students, the cultural safety of children from a culturally and/or linguistically diverse background, and to providing a safe environment for children with a disability.

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