



The Rockhampton Grammar School  
Established 1881

## Head of Netball

### Position Description

<b>POSITION TITLE:</b>	Head of Netball
<b>DEPARTMENT:</b>	<b>Co-Curriculum for Netball</b>
<b>CLASSIFICATION:</b>	Full-Time
<b>REPORTS TO:</b>	Director of Co-Curriculum
<b>BASIC FUNCTION:</b>	Implementation of the Netball Programme of the School <u>PLUS</u> Teaching load (reduced) <u>OR</u> General administration duties
<b>DATE UPDATED:</b>	16 October 2020

#### **BRIEF:**

The Head of Netball needs to be passionate about Netball and the development of netball within The Rockhampton Grammar School. The main functions of the role are to support and encourage the participation of netball at RGS through leading staff and students in representing the School positively, to develop the skills of every member in an effort to reach excellence and provide members with opportunities to progress in the sport during and beyond RGS.

The Head of Netball is expected to oversee all aspects of the club including auxiliary staff such as coaches, maintenance, catering and fitness instructors. The Head of Netball is responsible and accountable for the performance of the club and its members.

#### **TIC KEY DUTIES and RESPONSIBILITIES**

##### **Head of Netball duties may include, but are not limited to:**

###### Representing the School

- Communicate the vision and purpose of the club effectively
- Have close and positive relationships with the Rockhampton Netball Association
- Attend Parent Support Group monthly meetings and lead conversations about RGS Netball

###### Ensure the Club is managed productively:

- Lead the coaches, umpires, players and volunteers in working to meet the goals, future direction and priorities of the club
- Submit an annual report to be presented to the committee at the Annual General Meeting
- Organise and delegate tasks to meet goals
- Create and actively maintain positive club cultures

###### Development

- Design and reflect on programs using research and up-to-date information that is in-line with Netball QLD/Australia KPIs
- Coordinate programs that aim to improve skills of members in every area (coaching, umpiring, volunteering, playing)
- Provide feedback to members to assist in the effectiveness of programs
- Manage talent identification programs that encourages the selection of holistic athletes

- Liaise with auxiliary staff to support the development of a range of areas (nutrition, mental health and fitness)
- Design and conduct clinics that aim to improve development of members
- Implement sub-programs such as leadership for Captains (of teams and of Netball Captains)

#### Management

- Allocation of coaches to appropriate teams
- Organise/Facilitate competitions (weekly, carnivals and QISSN) and tours
- Assist with behaviour management and player/parent/other team conduct to support members
- Performance discussions and management with players, coaches and umpires

#### Communication

- Publish communication on a range of media including Facebook, emails, notices and assemblies to enhance knowledge of club happenings
- Work closely with Director of Co-Curricular and other TICs and staff

**N.B** This position description contains the most important duties and tasks regarding the job to be done. It is not an exclusive/exhaustive list.

#### **REQUIRED LICENSES/CERTIFICATES**

- Coaching Qualifications in Netball (required);
- Registered with Queensland College of Teachers (QCT) or Administration experience (plus Blue Card)
- Current Full QLD Driver's License

#### **SAFEGUARDING CHILDREN and YOUNG PEOPLE**

The School takes child protection seriously, and as a staff member or volunteer of The Rockhampton Grammar School, you are required to meet the behaviour standards outlined in our Practice and Behaviour Guidelines. You will receive a copy of these guidelines as part of the induction process.

Therefore as a part of your duties and responsibilities, you are also required to:

- Provide a welcoming and safe environment for children and young people;
- Promote the safety and wellbeing of children and young people to whom we provide services;
- Ensure that your interactions with children and young people are positive and safe;
- Provide adequate care and supervision of children and young people in your charge;
- Act as a positive role model for children and young people;
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management;
- Maintain valid "working with children" documentation;
- Undergo periodic "national criminal history record" checks;
- Report to management any criminal charges or convictions you receive during the course of your employment that may indicate a possible risk to children and young people.

#### **CONDITIONS OF EMPLOYMENT**

The successful applicant will be subject to a "Working with Children Check and Criminal Records Check" where applicable. The School undertakes several screening processes to ensure the appropriate protection of children and young people in its care. This includes reference checks, identity checks qualification check and professional registration checks.

*The Rockhampton Grammar School reserves the right to amend this Position Description at its discretion in accordance with any legislative and/or operational requirements*