



Position Description

Position Title	Technical Director of Soccer
Reports to (Position)	Acting Director of Sport
Location	Mt Eliza, Australia
Employment Status	Part time

Components of this Position Description	
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This Position Description is a summary of the core responsibilities and expectations of a Technical Director of Soccer. The incumbent may be directed to perform other functions to support the organisation to achieve its objectives.

1. Organisational Profile

Peninsula Grammar School (PGS) is a coeducational school of excellence, which fosters the full and balanced development of each child. In caring for students and their learning, we encourage them to take up life's challenges both at the School and beyond. The School values a spiritual and moral view of life that prizes the highest standards of personal character with a Christian ethic of service and concern for others.

The Principal is the Chief Executive Officer of the School. The Principal leads the School Senior Leadership Team, the members of which play a significant role in developing, implementing and evaluating School policy. Ultimately the responsibility for the leadership and management of the School rests with the Principal.

All employees of Peninsula Grammar have a responsibility to:

- Reflect and nurture the aims and philosophy of the School in the course of their work
- Through the example displayed in their approach to their work, energise fellow staff, students and parent by fostering quality relationships and community development
- Provide effective role modelling through the use of appropriate conflict resolution and negotiation skills
- Maintain strict confidentiality and support for the School
- Maintain professional competence and current knowledge in educational trends
- Maintain a client-centred approach to all aspects of their work.

Employees are appointed by and act under the direction of the Principal, through the School Leadership Team. The appointee to this position will be required to participate in a regular performance review in accordance with the School Professional Review and Development Program.

PGS is committed to promoting diversity and inclusion at the workplace and expects employees to consistently demonstrate its values through the quality of their work performance and conduct.



2. Position Objective

The Technical Director of Soccer will proactively manage and drive all aspects of the Soccer development program.

3. Key Stakeholders

Internal

- Principal and Deputy Principal
- Acting Director of Educational Operations
- Business Manager
- Acting Director of Sport, Acting Director of Boys' Sport, Acting Director of Girls' Sport
- Operational Staff (Administration and Business Support functions)
- Employees (teachers and Soccer Coaches)
- Students

External

- Parents
- Members of the School Community
- Affiliated bodies (AGSV)

4. Core Responsibilities and Accountabilities

The School reserves the right to alter roles and responsibilities including the re-allocation of administration areas of responsibility as operational needs require.

Technical Leadership

- Support the Acting Director of Sport in the development and implementation of a School Strategic Plan incorporating a "Peninsula style of play" in conjunction with the two Heads of Sport, to establish critical priorities and objectives to guide the School's long-term future;
- Development and documentation of a common framework for coaches to follow;
- Provide a repository of age appropriate skills, drills, and games for coach's to leverage;
- Oversee the design and delivery of coaching manuals and documentation for coaches (including online resources, a coach feedback tool, and other coaching materials).

Coaching Development

- Assist the School with the attraction of coaches for all programs;
- Develop, document and execute coach training sessions throughout the season;
- Be available for coaches to seek council on working on issues and challenges;
- The advancement of coaching best practise including coaching feedback and training support;
- Attendance at all training sessions (Tues, Wed and Thu 3.30pm – 5.00pm);
- Covering absentee coaches at training and Saturday if required.

Player Development

- Provide recommendations for players with regard to positions and level of competition;
- Promotion of the highest level of student engagement.



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Coaching

- Be an active participate in coaching our Winter Sports Soccer Program.

General Administration

- Act as a point of contact for internal and external stakeholders, maintaining effective channels of communication, analysing requests and correspondence to prioritise urgent and sensitive matters

Workplace Health & Safety

- Adhere to all health and safety regulations
- Report any equipment or incident that is hazardous or has the potential to affect the health and safety of the Peninsula Grammar workplace and its people.

Child Safety

- Ensure adherence to all student safety standards and mandatory reporting requirements
- Attend training to maintain compliance with all child safety legislation, standards and regulations
- Complete all mandatory training in a timely manner
- Escalate and report all matters related to student safety immediately
- Understand and work diligently to deliver student duty of care accountabilities.

5. Key Capabilities and Competencies

The incumbent is expected to have established knowledge, skills and competencies to be effective in this role:

Previous experience in school sport programs will be highly regarded but is not essential.

The role includes but is not limited to:

- Covering absentee coaches at training and Saturday if needed;
- Exceptional communication skills – written and verbal;
- Excellent stakeholder management skills;
- Effective organisational skills to deliver on outcomes and tasks within the required timeframe;
- Exercise strict confidentiality and discretion;
- Work effectively in a demanding and changing work environment;
- Contribute to a culture of continuous improvement and operational excellence for 'One School', through the positive embracing and implementation of change;
- Satisfactory level of health and fitness to competently undertake the inherent requirements of the job.

6. Qualifications, Registrations and Experience

Qualifications & Registrations

- Current Working with Children's Check
- Current First Aid – HLTAID003



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Experience

- The successful applicant should have the relevant experience and coaching accreditation in the relevant sport (Level 3 Association Coaching level would be preferable);
- A demonstrated ability to plan, implement and maintain high standards of consistent performance and student engagement;
- Work experience in the coaching sector;
- Proven ability to work with stakeholder groups to complete required tasks across varied contexts;
- Confident in working autonomously and with diverse teams to produce consistently positive and productive outcomes;
- Ability to multi-task and manage time effectively to deliver on priorities.

7. Attributes

The following attributes will be relevant to support the incumbent in performing this role:

- Friendly and courteous manner
- High level of positive initiative
- Team-driven ('One School')
- Clear sense of personal accountability
- Strong work ethic
- Honest, trustworthy and respectful
- Display empathy, commitment and resilience
- Reliability and punctuality
- Embracing of change and improvement
- Genuine interest in the School, students and families in the School Community

8. Additional Information and Special Conditions

- As a member of the School staff, the incumbent is committed to the Aims and Philosophy of the School
- In all matters concerning employment, this position is ultimately responsible to the Principal. However, for practical purposes, these functions are delegated to the Acting Director of Sport. In its day-to-day duties, the role will be responsive to the needs of the School
- Work attendance outside of ordinary school hours is required where directed to support events, functions and programs.
- Attendance at all training sessions (Tues, Wed and Thu 3.30pm – 5.00pm)
- Attendance at Saturday matches at the School to coordinate the home fixture

Core Demands

PHYSICAL DEMAND	RARELY <15%	OCCASIONALLY 15-30%	REGULARLY 30-85%	FREQUENTLY >85%
Sitting	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Running	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Talking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Listening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X



Peninsula Grammar School

Date:
28/04/2021

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Exposure to noise	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Climbing (steps / stairs)	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Working from heights (>2metres)	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manual handling (>5kgs)				
Lifting	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Carrying	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Pushing	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>