



Job and Person Specification Head of Football

Pembroke

Location:	Kings Campus
Responsibility to:	Heads of Sport
Title/Position:	Head of Football
Classification:	Contractor
Hours of Duty:	Working as and when required during the football season, including but not limited to, before and after school, weekends and school holidays and pre-season commitments

Summary:

The Head of Football is responsible for designing and implementing the Pembroke Football programmes. The programme should benefit all students playing AFL football (boys and girls) to ensure they are encouraged to explore their potential, improve their skills and develop a lifelong enjoyment and appreciation of AFL. The Head of Football will work in consultation with the coaches to ensure a comprehensive, ethical and well-run football programme is offered at the School that will be a magnet for current and potential students and will provide them with an excellent experience in their sport

Reporting / Working Relationships:

Whilst ultimately responsible to the Principal, all non-teaching contractors report to the Business Director. The Heads of Sport shall provide direction on a day-to-day basis.

Statement of Key Outcomes and Associated Duties:

The Head of Football is required to:

1. Maintain effective communication with all Pembroke staff, students, parents and coaches involved in football.
2. Comply with all relevant School policies and procedures.
3. Under the guidance of the Heads of Sport and in consultation with coaches, develop and implement an overall AFL coaching philosophy and plan consistent with the School's values and goals.
4. In conjunction with the Heads of Sport, set agreed performance objectives and goals for the season.
5. Mentor and train coaches to ensure their continuing development as coaches
6. Attend matches on Friday (girls) and Saturday (boys) and offer advice to coaches and/or players.
7. When appropriate and at the request of a coach or Heads of Sport, coach a team to demonstrate effective coaching strategies.

8. Ensure students receive timely and meaningful feedback and direction and harness resources to support their development.
9. Ensure all students compete within the stipulated guidelines on conduct expected of a Pembroke student in a sporting setting, maintaining the highest level of sportspersonship and, in consultation with the Heads of Sport and the Deputy Principal, remove students from Pembroke Football if they bring football and/or the School into disrepute.
10. Provide the Heads of Sport and the Pembroke Football Club parent support group with regular feedback about performance and progress.
11. Maintain open, timely and constructive communication with the Pembroke Football Club parent support group and attend their meetings.
12. Ensure the safety and security of students and staff during football related activities consistent with relevant Pembroke School policies
13. Undertake any other duties as directed by the Heads of Sport, Principal and/or Business Director commensurate with your training and experience.

Workplace Health and Safety:

14. Perform the above duties in line with any safe work practices and processes and conduct oneself at work in a manner that is safe to self and others.
15. Report all hazards, incidents, accidents, when experienced or witnessed, in accordance with the School's WHS policies and procedures.
16. Use any equipment provided for health or safety purposes.
17. Follow reasonable instructions given by the School, in relation to health and safety at work.
18. Fulfil the allocated role in relation to evacuation drills and actual evacuations.
19. Participate in and complete all relevant training provided by the School or as appropriate so as to fulfill all WHS roles and responsibilities.

Personal Abilities/Aptitudes/Skills:

- a) Outstanding interpersonal skills with the ability to effectively develop relationships with a range of stakeholders.
- b) A proactive person who welcomes and encourages collaboration with others, able to work as part of a team or independently.
- c) Exceptional organisational skills with the ability to effectively prioritise work and multi-task.
- d) A creative and lateral thinker with initiative and the ability to proactively problem solve.
- e) A professional, self-motivated and well-presented person.
- f) A positive and caring approach to working with a range of the school community including young people.

Experience and Knowledge:

- g) Demonstrated experience as a head coach or in a leadership position.
- h) Demonstrated experience in coaching AFL.
- i) Experience in managing performance and development programmes.
- j) An understanding of and commitment to the ethos and values of Pembroke School.

Checks and Qualifications:

- k) Current DHS Child-Related Employment Screening/Working with Children Check.
- l) Current Reporting Abuse and Neglect Training certificate.
- m) Current First Aid qualifications HLTAID001, HLTAID002 and HLTAID003.
- n) A qualification in sports coaching, physical education, or related field, is not essential but will be well regarded.