



EMANUEL SCHOOL

HEAD OF BASKETBALL | ROLE DESCRIPTION

Role Purpose:

The purpose of this role is to run the basketball program for both Primary and High School, as well as involvement in other sport activities as required.

Responsibilities & Reporting Lines

This role reports to the Head of Sport. Responsibilities related to the basketball program are outlined in detail below.

In addition to these responsibilities, your role will include the following:

- Coordinate and teach Year 3 Sport Lessons
- Overseeing the training of representative teams in the Wellness Centre (3 hours per week)
- Assisting Thursday Primary inter-school sport. This duty would involve attending Thursday morning Primary sport training 7-8am and attending Thursday afternoon Primary inter-school Sport 12-3pm
- Run 3 holiday camps per year

General Responsibilities

- Schedule, plan and oversee all competition practices, trainings and matches
- Maintain records of individual athletes, teams and competition performances
- Provide effective leadership to student-athletes to encourage both successful academic development and competitive performance.
- Keep abreast of changing rules, techniques, technologies and philosophies relevant to their sporting discipline.
- Explain and enforce safety rules and regulations
- Investigate opportunities to act as coach/selector/manager of Association Representative Teams.
- Use professional judgment to solve problems or escalate issues when there are no clear methods or procedures in place for doing so.
- Deliver specific objectives as agreed with the Head of Sport to achieve the values, goals and strategies of the School.
- Ensure compliance with the School's Code of Conduct and all other internal policies and

procedures.

- Encourage all Emanuel students to Engage in sport (basketball) as part of a healthy lifestyle.
- Continue to build/ promote and explore both Competitive and participation avenues of the basketball program.

Pre-Season

- Organise and implement grading/trial sessions and allocate and set teams accordingly
- Book both internal and external venues in consultation with the Sports Administrator
- Recruit coaches & umpires in consultation with the Head of Sport
- Generate Student Health Alert and Emergency Contacts for each team or group
- Develop, update and review Risk Assessments for venues and events
- Create team lists and draws and distribute accordingly
- Manage and monitor student transportation requirements
- Set up the Sports page with the relevant information for the term in consultation with the Sports Administrator

In Season

- Submit weekly newsletter reports
- Manage and submit casual staff payroll timesheets
- Ensure coaches mark their respective team rolls for all training sessions and matches
- Follow up on student absences and report accordingly
- Attend weekly Sports Department meeting and other meetings as requested
- Monitor and update the respective Sports page
- Communicate with parents via email or phone as necessary
- Coach teams as necessary
- Mentor and regularly evaluate coaches
- Monitor coach training and match attendance and arrange replacements as necessary
- Submit excursion form for groups and students involved in out of school activities
- Maintain and purchase equipment in consultation with the Head of Sport
- Ensure that Incident Report Forms are submitted by coaches and follow up accordingly
- Convene Basketball Competitions when applicable
- Attend Professional Development workshops where appropriate
- Attend meetings with the external sporting organisations where appropriate, for example CDSSA, AICES, IPSHA, CIS meetings

Post Season

- Generate lists for Student Billing and submit to the Accounts Department

- Submit names for awards for students as necessary
- Submit names for end of season awards as necessary
- Ensure coaches submit player evaluations at the end of the season and review accordingly
- Collect all kits from coaches

Other Responsibilities

- School Holiday Camps/Clinics
 - Hold 3 School Holiday Camps / Clinics per year
 - Set dates and times and advertise in consultation with Head and Sport and Sports Administrator
 - Book the venue
 - Generate Student Health Alert and Emergency Contacts
 - Develop, update and review Risk Assessments for the venue and the event
 - Arrange and organise casual coaches
 - Coach students during Camp/Clinic hours
 - Supervise students during breaks
 - Oversee student 'sign in' and 'sign out' process
- Identify students who have the potential to represent Emanuel at the interschool level and develop training plans and pre-trial training sessions.
- Program and implement the Primary School Basketball Lessons
- Coordinate and teach the Year 3 Sport Lessons
- Assist with other areas of the Sports Program including but not limited to Sport Gala Days, PDHPE Lessons, Assist with Thursday Primary Sports training/afternoon.
- Attend Year 4-6 Primary Interschool Sport on Thursdays
- Mentor and support all elite Emanuel Athletes.
- Work in conjunction with the Sport Department, lead coaches and trainers to coordinate programs and facilitate Strength and Conditioning to all Emanuel Students and athletes

Skills & Qualifications Required

The following qualifications and experience are essential for this role:

- 5 years + experience coaching representative basketball
- Love of dealing children and young people
- Ability to communicate clearly with a range of students, staff and parents
- Ability to work collaboratively
- Good Information and Communication Technology skills.
- Ability to contribute to the Life of the School outside the core Key Learning Areas.

- Support of the ethos of the School
- Outstanding attention to detail
- Appreciation of children and ability to communicate with them
- Ability to take initiative and work independently
- Support of the ethos of the School.

Emanuel Employee Qualities & Attributes

Emanuel staff are highly competent, passionate and engaging. They ensure the best possible learning environment for students and are committed to their own continued growth as professionals.

As an Emanuel employee, it is expected that you possess the following qualities and attributes

- A passion for continually improving your practice and a commitment to ongoing professional learning.
- Capacity and desire to make a positive contribution to student wellbeing programs
- Demonstrated strong interpersonal and communication skills and the capacity to develop and sustain productive relationships within the school community
- Generosity in sharing your expertise with colleagues, and an openness to welcome observations and feedback from other staff.
- Support for the ethos of the School with a willingness to make a significant contribution to the life of the School
- A team player who is keen to work with colleagues to best meet the learning and wellbeing needs of individual students.

About Emanuel School

Emanuel School is committed to providing co-educational excellence in a Pre-school to Year 12 continuum. We value the individuality of all students and encourage the development of their special interests and talents. Our objective is to extend our students to the best of their ability, and to foster a love of learning, a strong sense of community and a pride in their Jewish heritage.

Emanuel School is small enough to provide an individual, nurturing environment and large enough to provide a wide range of subjects and opportunities for our students. Emanuel School is a dynamic learning community within an intimate learning environment delivering strong academic outcomes.

The School occupies the Stanley Street site with around 880 students from Preschool to Year 12, comprising a two-stream K-4 and three streams thereafter.

The School's commitment to excellence, quality, service and value ensures that it continually improves the delivery of all its programs for the benefit of its students. There are many

opportunities for students to participate in a wide range of activities and students have a strong commitment to community service.

We strive to create an environment in which genuine acceptance and understanding can develop. These concepts are reflected in the School motto “Mind, Spirit, Being”.

Values & Jewish Life

Emanuel is a Jewish Community School that nurtures a commitment to Jewish community, heritage, ethical living and the State of Israel. We do this through a commitment to egalitarianism, pluralism, coexistence, tradition, mitzvot, Torah and Hebrew. We do so as Jewish, Australian and Global citizens. In particular we value:

- Excellence
- Perseverance
- Lifelong love of learning
- Respect
- Integrity
- Responsibility
- Compassion
- Generosity
- Justice
- Community

At Emanuel, we welcome staff and students of all backgrounds and religions. Applications are made without reference to a candidate’s religion.