



EMANUEL SCHOOL

COORDINATOR OF RUGBY | ROLE DESCRIPTION

Role Purpose:

The purpose of this role is to run the Rugby program for both Primary (3-6) and High School, including collaborating with coaching team, designing & implementing sessions, overseeing and running coaching sessions, reviewing sessions & matches.

This is a casual position, approximately 10-12 hours per week, term time only.

Responsibilities & Reporting Lines

This role reports to the Director of Sport K-12. Responsibilities related to the Rugby program are outlined in detail below.

General Responsibilities

- Plan and oversee all practice sessions, training, matches and Rugby events.
- Maintain records of 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.
- Deliver specific objectives as agreed with the Director 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 Emanuel students to engage in sport (Rugby) as part of a healthy lifestyle.
- Continue to build/promote and explore both competitive and participation avenues of the Rugby program.
- Organisation of gear and sports kits.

Pre-Season

- Organise and implement grading/trial sessions and allocate and set teams accordingly
- Collaborate with coaches & officials in consultation with the Director of Sport

- Access Student Health Alert and Emergency Contacts for each team or group
- Create team lists and draws and distribute accordingly
- Manage and monitor student transportation requirements
- Provide Sports Administrator with the relevant information for the Sports page each term in consultation with Director of Sport

In Season

- Submit newsletter reports
- Ensure coaches mark their respective team rolls for all training sessions and matches
- Follow up on student absences and report accordingly by liaising with Sports Administrator
- Attend meetings as requested
- 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 Director of Sport
- Ensure that Incident Report Forms are submitted by coaches and follow up accordingly
- Convene Rugby Competitions when applicable
- Attend Professional Development workshops where appropriate

Post Season

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

Other Responsibilities

- Book venues for all trainings and session
- Identify students who have the potential to represent Emanuel at the interschool level and develop training plans and pre-trial training sessions.
- Complete risk assessments for all sessions, events and programs
- 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 rugby
- Rugby coaching qualifications and/or equivalent experience
- 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
- Available to work before and after school hours
- 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.