EMANUEL SCHOOL

ROLE DESCRIPTION
HEAD OF ATHLETICS & CROSS COUNTRY

Role Purpose:

This permanent part-time role (6 hours per week) is responsible for the planning, coordination and delivery of the Athletics and Cross Country programs for students in both the Primary and High School.

Responsibilities & Reporting Lines

This role reports to the Director of Sport K-12. Responsibilities related to the athletics and cross country programs are outlined in detail below.

General Responsibilities

- Schedule, plan and oversee all practices, trainings and aspects of the athletics and cross country programs
- 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 all Athletics events disciplines.
- Explain and enforce safety rules and regulations
- To support the delivery of the School athletics and cross country carnivals
- 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 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 our athletics and cross country as part of a healthy lifestyle.
- Continue to build/promote and explore both competitive and participation avenues of the athletics and cross country programs.

Program Delivery & Athlete Development

The Head of Athletics & Cross Country is responsible for the planning and delivery of a comprehensive K-12 athletics and cross country program throughout the school year, including:

- Designing and implementing a structured annual training program for students from Years 3-12.
- Conducting and/or overseeing two before-school training sessions per week.

- Preparing students for the Emanuel School Cross Country Carnival and Athletics Carnival.
- Selecting, preparing and supporting representative athletes through all competition pathways:
    - Primary: ASISSA → CIS → NSW PSSA
    - Secondary: CDSSA → AICES → CIS → NSW All Schools.
- Developing athletes across all athletics disciplines, including:
    - Sprints
    - Jumps
    - Throws
    - Middle-distance running
    - Long-distance running
    - Cross country
- Working collaboratively with specialist athletics coaches to provide technical coaching and athlete development opportunities across all disciplines.
- Attending all School carnivals and representative championship events as required.
- Monitoring athlete progression and identifying students with the potential to compete at representative and higher-performance levels.

Pre-Season Term 1

- Assist with the organisation of the School athletics and cross country carnivals
- Book both internal and external venues in consultation with the Sports Administrator
- Recruit coaches & officials in consultation with the Director of Sport
- Access Student Health Alert and Emergency Contacts for each team or group
- Develop, update and review Risk Assessments for venues and events in conjunction with Director of Sport
- Create team lists 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 Term 2 and 3

- 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/groups 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
- Assist with the convening of the School athletics and cross country carnivals
- Select and orgnanise team entries for representative events using results from School carnivals
- Attend representative carnival events (ASISSA, CDSSA, AICES, NSWCIS)
- Attend Professional Development workshops where appropriate
- Attend meetings with external sporting organisations where appropriate, for example CDSSA, AICES, ASISSA, CIS meetings when necessary

Post Season/ Offseason - Term 4

- Submit names for awards for students as necessary
- Ensure coaches submit player evaluations at the end of the season and review accordingly
- Deliver one optional weekly off-season training session during Term 4 to support athlete preparation for the following year's cross country and athletics seasons. This would be apart of causal budget as the Head of Athletics and Cross Country role is Term 1 – 3 only.

Other Responsibilities

- Communicate venues required for booking with Sports Administrator for all trainings, sessions and events
- 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 athletics and cross country session, 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:

- Minimum 3 years' experience coaching athletics and/or cross country at a representative level.
- Athletics Australia coaching accreditation (Level 2 or equivalent preferred).
- Current First Aid qualifications
- Current WWCC
- Demonstrated experience coaching athletes across multiple athletics disciplines, including track, field and cross country.
- Experience developing athletes along school and representative sporting pathways.
- Ability to engage positively with children and young people.
- Ability to communicate clearly with a range of students, staff and parents
- Ability to work collaboratively
- Competent ICT and administrative 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

Emanuel Employee Qualities & Attributes

Emanuel teachers are highly competent, passionate and engaging in their practice. They work hard to inspire students to be critical and deep thinkers, as well as problem solvers and responsible contributors to the global community. They ensure the best possible learning environment for students and are committed to their own continued growth as a teacher. It is expected that a successful applicant would have a similar approach to teaching.

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

- Love of teaching and desire to inspire and engage students in learning
- A passion for continually improving their teaching 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
- Ability to promote and a determination to develop a culture of thinking for all students in the classroom
- Capacity to differentiate teaching programs and use a range of strategies to best meet the needs of individuals in the classroom
- Generosity in sharing teaching and ICT expertise with colleagues, and an openness to welcome other teachers into his/her classroom for observation and feedback
- Support for the ethos of the School with a willingness to make a significant contribution to the life of the School
- Be a team player who is keen to work with colleagues to best meet the learning and wellbeing needs of individual students.

The successful applicant will be a member of the school's teaching community and as such, will participate in the regular life of the school. He/she will undertake other duties of a teacher such as those in relation to pastoral care, supervision of students, extra-curricular activities etc, as required by the Principal.

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".

Emanuel School is committed to the safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making. Emanuel has zero tolerance for child abuse.

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
- Respect
- Inclusion
- Community
- Kindness

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

Emanuel seeks to be a child safe school

Emanuel School is committed to promoting the safety, welfare, and wellbeing of our students as our paramount priority. We seek to maintain a preventative, proactive and participatory approach to child safety, promoting student voice and agency.

Emanuel School has zero tolerance for child abuse and has established systems and policies to protect children, while in the School's care, from abuse and to promote physical, emotional, and cyber safety. The protection and wellbeing of students is the responsibility of all members of the Emanuel School community, and encompasses:

- a duty of care to ensure that reasonable steps are taken to prevent harm to students which could reasonably have been foreseen
- obligations under child protection legislation.

Emanuel School welcomes and celebrates diversity and remains committed to promoting the safety of every child.