

Sports Coaches (Casual)

Purpose and Outline of Role

The Sports Coach is responsible for the development and implementation of a quality and effective sports program in either the Junior School or the Senior School.

The Sports program is designed to foster skill development, increase performance, participation, and enjoyment.

Reporting Relationships

The Sports Coach will ultimately report to the Principal and directly to the Director of Sport. The Sports Coach will work closely with the Sport Coordinators and other Sports Coaches.

Employment Basis

This is a casual role and the School makes no firm advance commitment of providing continuing and indefinite work according to an agreed pattern of work. This position is classified as an Instructional Services Employee under the Independent Schools NSW (Professional & Operational Staff) Cooperative Multi-Enterprise Agreement 2025.

Professional Development

The Sports Coach may be required to participate in up to 2 hours of Professional Development for each term in which they undertake coaching.

Role Responsibilities

Core Coaching Duties

- Plan and deliver high quality, engaging and inclusive programs for all students participating in cocurricular sport
- Explain relevant rules, core tactics and expectations
- Assist with umpiring and or refereeing games where needed
- Monitoring and enhancing performance by providing tuition, encouragement and constructive feedback
- Deliver an engaging session aligned with the School's sporting philosophy and goals
- Ensure that the program is appropriately differentiated according to diverse player abilities
- Ensure the collection and return of any equipment and/or kit bag you need to conduct training and games
- Mark the roll and manage attendance of your team
- Assist with bus supervision to and from training venues and fixtures, including marking rolls where necessary.
- Ensure compliance with the Queenwood Sun Smart Policy
- Foster a positive, inclusive, and supportive learning environment.
- Report and monitor any injuries, safety or wellbeing concerns to the Director of Sport

- Adhere to all WHS standards

Additional Duties - Aquatics

- Develop water confidence, fundamental aquatic skills, stroke technique, and water safety knowledge.
- Develop swimmers' technique, including stroke efficiency, starts, turns, and finishes.
- Prepare and support swimmers for school carnivals, meets, and competitions.
- Follow all Queenwood Aquatics operational, safety, and child safeguarding policies and procedures.
- Supervise pool deck operations during Queenwood Aquatics programs and activities.
- Ensure the safety and wellbeing of swimmers, staff, and all pool users.
- Maintain constant awareness of activity in and around the aquatic environment.
- Respond promptly and appropriately to incidents, emergencies, and safety concerns.
- Support and adherence to Queenwood Aquatics safety procedures and operational standards.
- Assist Learn to Swim Teachers and Squad Coaches with the smooth operation of programs.
- Coordinate swimmer movements, roll marking, class transitions, assessments, and general deck operations.
- Identify and report hazards, maintenance issues, or incidents to the appropriate Aquatics staff.
- Assist with emergency response procedures, evacuations, and first aid requirements.

Key Competencies

- Strong understanding of the vision and direction of the Queenwood Sports Department
- Coaching experience, qualifications, and a strong understanding of the game rules
- Capacity to deliver structured, detailed plans and coaching programs
- Ability to work independently or as part of a team to implement detailed programs effectively

Education and Experience

- Current NSW Working with Children Check WWCC – (essential)
- First Aid, Including CPR – (essential)
- Minimum Level 1 or equivalent coaching certificate for specific sport (desirable)

Additional Aquatics Qualifications

- LTS - Current Teacher of Swimming and Water Safety or equivalent – (essential)
- Swim Squads – Fundamentals / Competitive Strokes or equivalent (desirable)
- Strong Technical knowledge of swimming stroke development and training principles (essential)
- Lifeguard qualifications (desirable)

Personal Attributes

- Strong commitment to the development of physical activity in girls
- A sensitive but confident approach in dealing with persons of all ages
- Ability to respond flexibly, calmly and authoritatively in unplanned and complex situations
- Excellent delivery of training sessions for those of all abilities
- High level organisational and planning skills
- Outstanding work ethic, including a willingness to work flexibly when required
- Initiative, perseverance, attention to detail
- Ability and willingness to evaluate and critically reflect upon own professional practice.
- Ability and willingness to contribute positively to the wider life of the School and local community
- Punctual and reliable
- Good communication skills and works well with others

Work, Health and Safety

The School is committed to providing a healthy and safe workplace for everyone. All staff have a responsibility to take reasonable care for their own safety and that of everyone else at school or involved in school activities. As such, you must comply with reasonable Workplace Health and Safety instructions, policies and procedures, including the provision of care to students within the scope of your role. You will also participate in school safety, such as by completing risk assessments, addressing hazards and reporting safety incidents.

Concluding Remarks

This position description is intended to give an indication of the scope and nature of work that an employee at this level may be expected to perform. However, the statement does not restrict the employer's right to require the employee to perform any task that is within the employee's competency and skill that is reasonable incidental to or associated with the position held.

Applications

Please email applications and/or send enquiries to: employment@queenwood.nsw.edu.au

Applications should include:

- Your WWC number
- Resume & cover letter addressing the criteria / position requirements
- Queenwood Non-Teaching Staff Application Form: [Employment Form \(Non-Teaching\)](#)
- Your email address
- Names and phone numbers of three confidential referees

The successful applicant must be legally permitted to work in Australia and hold a valid working with children clearance in NSW.

Applications will be reviewed as they are received, and interviews may be scheduled at any time during the recruitment process. Queenwood reserves the right to close applications and/or withdraw the advertisement at any stage should a suitable candidate be identified.

Statement of Commitment to Child Safety and Wellbeing

Queenwood is dedicated to creating a safe and child-friendly environment for all children and young people in our care. We emphasise a zero-tolerance policy for child abuse and harm, prioritising the best interests of students and their safety. The School is fully committed to complying with child protection laws and regulations, and we aim to foster a child-safe culture. Every member of the school community is responsible for ensuring the wellbeing and safety of all students, with a focus on keeping students' safety paramount in all their actions and decisions. Please note that as part of our recruitment process, all prospective candidates are subject to rigorous background, qualification and employment checks, including the verification of references.