



KINROSS WOLAROI
— SCHOOL —

Rugby, Hockey and Netball Coaches

Candidate Information Pack

Closing Date: 15 March 2023

February 2023



About Kinross Wolaroi School

Kinross Wolaroi School is a co-educational Independent School of the Uniting Church. The School has a strong history of excellent academic results along with a diverse co-curricular program. Kinross Wolaroi School is a non-selective school with over 1100 students (including 330 boarders in Years 7 to 12), located in the NSW Central Tablelands in the city of Orange. The School has a proud tradition of educating young people in an environment where ideals are based solidly on friendship, spirituality, the security of family values, hard work and the pursuit of excellence to the very best of one's ability. The School offers the unique opportunity for co-educational learning with separate boarding sites for boys and girls. Students are provided with a holistic education with a varied curriculum to meet the diverse needs of our students.

The School has two main campuses. The main campus, called Wolaroi, is a picturesque campus of 20 hectares and accommodates the main teaching facilities as well as the boarding facilities for boys boarding. A second campus, called PLC, is located approximately five kilometres west of the main campus (on the opposite side of the city of Orange) and houses the girls' boarding facilities, a number of staff residences, a recreation and examination centre, an outdoor swimming pool and playing fields.

All classroom activities (the normal school day activities) for all students enrolled in Pre-Kinder and in classes from Kindergarten to Year 12 occur on the Wolaroi Campus. The main campus also includes a performance theatre, an auditorium, a sports complex including gymnasium and indoor swimming facilities, a medical centre as well as five playing fields.

For more information on the School, please visit www.kws.nsw.edu.au. In particular, you may wish to visit the [Employment Opportunities](#) page on our website, which has a helpful summary on the School's Community, employee benefits, and the beautiful regional city of Orange.



POSITION OBJECTIVES & RESPONSIBILITIES

The Kinross Wolaroi School Co-Curricular Program endeavours to provide an enjoyable experience for all students who wish to participate and aims to provide an environment that supports athletes to develop their full potential through technical excellence.

Duties related to the position include, but are not limited to the following:

- Director of Co-curricular
- Assistant Head of Sport
- MIC of Sports
- External Bodies
- Staff
- Students
- Parents



POSITION DESCRIPTION

Duties related to the position include, but are not limited to the following:

Key Word	Duties
Coaching	<ul style="list-style-type: none">• Assist MIC and coaching staff in the selection of teams and competition nomination• Assist with skills development in Students of all levels• Ensure a high level of fitness and appropriate technique
Co-Curricular Program	<ul style="list-style-type: none">• Under the guidance of the MIC<ul style="list-style-type: none">- Assist with the smooth operation of the Program and its development and growth- Co-ordinate training and programs across all levels- Ensure the overall standard of performance and sportsmanship is high- Ensure appropriate standard of student safety is maintained at all times- Ensure the correct wearing of uniform and appearance standards of students at training sessions and competition
Professional development	<ul style="list-style-type: none">• Attend external coaching meetings• Actively engage in professional development
Other duties	<ul style="list-style-type: none">• Attend to other matters appropriate to the position, consistent with the skills of the incumbent as directed by the Business Manager



Professional Review

This position description as outlined above is intended as a framework for professional review. The School reserves the right to alter roles and responsibilities requirements as required.

Reporting

In all matters concerning their employment, all employees are ultimately responsible to the Principal. However for practical purposes, these functions are delegated to the Head of Junior School. For day-to-day operational matters the position will be responsive to the directions of the Director of Pre-Kinder.

SELECTION CRITERIA

General Expectations for staff at KWS:

- Support for the culture of an Independent Uniting Church School is an essential prerequisite for all employees.
- Willingness to support the Mission and Values of KWS.
- Serve as good ambassadors of the School. This includes conducting oneself in accordance with the professional standards of the School, including being well-groomed and professionally attire.
- Take an active interest in the general life of the School – supporting policies, procedures, aims and objectives to facilitate the day-to-day operation of, and promote a high quality of education within, the School.
- Attend staff meetings and training when required.
- Ensure all students and parents are provided with a quality service in a timely, efficient, and friendly manner.
- Maintain professional confidentiality concerning information about staff and/or students and their families.
- Ensure that all documents are prepared and presented in accordance with the School's Style Guide.

Personal Qualities

- Highly developed interpersonal skills with the ability to develop and maintain constructive working relationships at all levels across diverse groups, including teaching and non-teaching staff.
- High degree of discretion, initiative, and personal organisation.
- Ability to remain calm under pressure.



Essential Professional Criteria

- Knowledge of current training and coaching methods
- Excellent leadership, communication and interpersonal skills
- High levels of integrity, diplomacy, confidentiality and tact
- Proven ability to be proactive and show initiative in a variety of situations
- A determination to ensure excellence across all sectors of the Programme and a willingness to continue to learn and be innovative
- Current First Aid and CPR certificate

Working with Children Clearance

The *Child Protection (Working with Children) Act 2012* (NSW) applies for anyone working in child related employment. It is expected that a verified Working Children's Check Clearance will be provided before commencement of duty for any role at the School and that the employee will ensure this clearance is maintained and updated as required whilst ever employed at KWS.

Workplace Health & Safety

- Be informed of and comply with WHS legislative and associated requirements (as employer makes information available, employee is to take steps to understand how it applies to self).
- Observe Kinross Wolaroi School WHS Protocol.
- Identify WHS information and training needs for self.
- Be involved in WHS projects according to priorities set by consultative processes and management direction.
- Comply with WHS initiatives as directed and agreed with management and consultative processes.
- Comply with safe work procedures as instructed by supervisor or manager.
- Comply with legal and reasonable instructions from employer representatives.
- Report all hazards, accidents and incidents to your supervisor and comply with WHS committee recommendations.



APPOINTMENT CONDITIONS

Employment will be offered on a maximum-term contract with dates negotiable in line with the 2022/2023 Winter seasons.

Employment will be offered on a fixed term basis subject to a period of probation, defined as six months in accordance with the *Fair Work Act 2009* (Cth).

The terms of employment are governed by the *Educational Services (Schools) General Staff Award 2020*.

Comprehensive terms and conditions of appointment will be the subject of a separate employment agreement.

Right to Work in Australia

Kinross Wolaroi School is not in a position to sponsor entry into Australia. In applying for an Australian based position, you will be expected to already have a valid Australian work permit (permanent residency or applicable work visa). Information on Australian visas and working entitlements are available from the Department of Immigration.



APPLICATION

To make a confidential enquiry about the position, please contact Madeleine Bennett, Human Resources Advisor on mbennett@kws.nsw.edu.au

Before submitting your application, please ensure:

- You have carefully reviewed the position description and you understand the role you are applying for. Ensure that the role is suited to your skills, experience and qualifications.
- You use the cover letter to provide insight into not only what you have achieved but also who you are. This is the School's first opportunity to assess your suitability for the position.
- You have addressed the Essential Criteria (2 pages maximum).
- Your CV clearly outlines your qualifications (including the institution and the date completed), career history and current contact details.
- You have included at least two referees at the end of your CV. Please provide referees names and current positions. Referees will not be contacted without your prior agreement.

Cover letter and CV can be submitted to mbennett@kws.nsw.edu.au

or addressed to

Madeleine Bennett
Human Resources Advisor
Kinross Wolaroi School
Locked bag 4
Orange NSW 2800

Preferred applicants will be screened in accordance with Child Protection legislation.