



KINROSS WOLAROI
— SCHOOL —

Acting Head of Strength and Conditioning

Maximum Term Contract

Candidate Information Pack

Closing Date: 26 March 2023

March 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 role of Acting Head of Strength and Conditioning is twofold, to enhance our sports program by focusing on the long-term development of our students and to provide programs for students promote the development of their physical and emotional wellbeing. The ideal candidate must have a comprehensive understanding of the specific fitness and functional movement requirements for a diverse range of sports.

The Acting Head of Strength and Conditioning will work alongside various stakeholders, such as the Director of Cocurricular, MICs and Head Coaches, to design and implement individualized strength and conditioning programs for athletes. They must ensure that the overall wellbeing of our students is taken into account during the development of these programs.

To meet the needs of our students, the Acting Head of Strength and Conditioning will create innovative and effective programs. They will also engage with medical professionals to promote our sporting programs.

The ideal candidate for this role should have extensive knowledge and experience in athlete development and conditioning. They should work collaboratively with all stakeholders to ensure the success of our sporting programs.

The Acting Head of Strength and Conditioning can expect to liaise with:

- The Business Manager
- The Head of Strength and Conditioning
- The Director of Co-Curricular
- MICs
- Students
- Parents
- Staff
- External stakeholders



POSITION DESCRIPTION

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

Key Word	Duties
Head of Strength and Conditioning Coach	<ul style="list-style-type: none">• Oversee KWS Strength and Conditioning Program• Oversee the athlete development curriculum for all age levels (years 8-12) in conjunction with relevant staff.• Oversee the implement of tiered strength and conditioning programs, as and where relevant, for all students that include goals that specifically measure progression across year levels and player capacities.• Oversee the design, planning and execution of strength, speed, power and conditioning testing.• Work with the School's Health Centre and/or external medical providers to ensure injury rehabilitation pathways are being developed and followed.• Coordinate and oversee the Strength and Conditioning facilities to ensure appropriate layout, equipment and programming.• Develop a flexible and individualised health & fitness program that promotes lifelong physical activity and athletic development for all KWS students.• Supervise practical, face to face instruction for groups and individuals.• Pastoral care & student welfare management
Management and leadership	<ul style="list-style-type: none">• Cultivate and provide a supportive training environment where all students and coaches are encouraged and supported to reach their full potential.• Oversee and support the assistant strength and conditioning staff.• Recruitment and employment of suitably qualified coaching staff or providers.• Ensure the safety and security of students, staff and coaches.• Actively lead and coach students at weekly training sessions.



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Key Word	Duties
Administration and Communication	<ul style="list-style-type: none">• Maintain clear and efficient communication with students, parents coaches and other key stake holders regarding strength and conditioning and general health and fitness options.• Coordinate the purchasing of equipment, consumables and maintenance of equipment and facilities in consultation with the Director of Co-curricular.• Ensure all equipment, uniform and property is maintained and kept in good condition.• Collate and analyse testing data to help inform training plans and communicate this with key stake holders.• Demonstrate acceptable standardised procedures in gathering fitness test data.
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 and Director of Co-Curricular

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, in relation to this role, for practical purposes these functions are delegated to the Business Manager. For day-to-day operational matters the position will be responsive to the directions of the Director of Co-Curricular (the Supervisor).



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

- Hold a current ASCA Level 1 qualification
- 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 Rowing Programme and a willingness to continue to learn and be innovative
- Current First Aid and CPR certificate

Desirable Professional Criteria

- Completed or currently working towards Bachelor of Exercise Science / Degree in Human Movement
- Six months' experience working in youth strength and conditioning or within sports team environments.

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 the basis of a maximum term, part time role commencing 26 April 2023 and ceasing no later than 23 June 2023.

Employment will be offered 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* as it applies from time to time, or any industrial instrument that replaces the Award. The position of will be remunerated commensurate with experience.

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 that you have:

- Carefully reviewed the position description and ensure that you understand the role you are applying for and that it is suited to your skills, experience and qualifications.
- Your cover letter is the School's first opportunity to assess your suitability for the position. Your letter should provide insight into not only what you have achieved but also who you are.
- Please ensure that you have addressed the Essential Criteria in your Cover letter.
- Ensure that your CV clearly outlines your qualifications (including the institution and the date completed), career history and current contact details.
- You will need to include 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.