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## ROLE DESCRIPTION

### DIRECTOR OF RACQUET SPORTS (PERMANENT FULL TIME)

#### ROLE PURPOSE

Inspired by the highest ideals of collaboration, cooperation, integrity and teamwork, a sports coach is an integral member of the Knox Sports and Aquatic Academy (KSAA). The Director of Racquet Sports will be responsible for ensuring the development of the Racquet Sports program (currently including Tennis, Squash and Table Tennis), facilities and results across all campuses to the highest possible standard. The Director of Racquet Sports will provide a clear overall strategy for both the development of sporting excellence in the School and the participation by students of all abilities for enjoyment, health and lifelong engagement in line with the ethos of positive education and Knox Total Fitness.

#### ROLE RELATIONSHIPS

The Director of Racquet Sports reports directly to the Head of KSAA and is responsible for selecting, developing and managing all staff involved in the coaching and support of Racquet Sports across all School campuses, ensuring that they meet the standards and expectations of Knox Grammar School.

#### ROLE RESPONSIBILITY

##### Leadership

- In consultation with the Head of KSAA, assist in the development, implementation and monitoring of plans for the strategic development of Racquet Sports and associated facilities at the school, as part of the wider school strategic plan (including introducing other types of Racquet Sports where applicable).
- Efficient and effective planning and implementation of the Racquet Sports program and policies to ensure resources are most effectively deployed.
- Work to increase the participation and performance levels of students in Racquet Sports ensuring that all players have clear direction and that coaches work together as a team.
- Provide inspirational leadership to build an effective team of coaches, overseeing the provision of high quality coaching arrangements throughout the year
- Identify, provide for or accommodate the professional development requirements of all Racquet Sports staff.

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- Ensure fair team selection and promote good sportsmanship and conduct across all aspects of Racquet Sports.
  - Maintain the highest standards of behaviour and dress from students at match fixtures and training.
  - Foster and maintain links with local clubs, universities and national bodies to provide access to elite coaching and training opportunities
  - Work with external clubs and coaches to support the growing number of individual students who are seeking elite pathways.
  - Develop strategies and facilitate the development of elite career pathways for elite Racquet Sportsman
  - Liaise with the Public Relations & Marketing Department to celebrate the school's Racquet Sports success
  - Responsible for frequent and proactive consultation with the Head of the KSAA to ensure each students program is balanced and clashes are resolved in a sensitive and timely fashion.
  - Meet prospective parents and students when required and promote the Knox Racquet Sports program
  - Encourage and organise appropriate sports tours in line with school policy accompanying and supporting attendees where required.
  - Attendance at matches, tournaments and tours as appropriate

#### Finance, facilities and equipment

- In conjunction with the HKSAA coordinate and manage the Racquet Sports budgets including facilities, equipment, coaches, transport and match expenses
- Liaise with appropriate parties over use of Knox indoor sports facilities.
- Ensure that all RAMPS for all Racquet Sports activities are up to date and regularly reviewed.

#### Staff Management

- Responsible for planning and allocating appropriately skilled staff to run the Racquet Sports program in liaison with the Head of the KSAA and the Director of Staff Services, ensuring the school's policies and applicable legislation on appointment processes for coaches and recruitment and training of all coaches is fully compliant.
  - Provide appropriate induction to the coaching staff, particularly regarding Work, Health & Safety, Child Protection and relevant policies and procedures.
  - Monitor and appraise staff with regard to their coaching and contribution to the Racquet Sports program
  - Lead a team of coaches as their line manager, and ensure that each coach is managing effectively and working with colleagues as a cohesive department
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## Administration

- Provide information to enable the Head of KSAA to monitor and review the performance of all Racquet Sports
- Approve the nomination of Colours for all Racquet Sports and provide to the Sports Council for determination
- Ensure the Sports Council has regular information on all Racquet Sports programs
- Ensure that work, health and safety standards and governing bodies rules and regulations are monitored and maintained
- Consider all relevant risks and put in place mitigation strategies to manage risk

## Knowledge

- Knowledge and ability to develop a K-12 Racquet Sports program to meet the defined needs of the students and expectations of Knox Grammar School's programs.
- To foresee the direction that Racquet Sports are heading and ensure Knox is at the forefront of any changes

## Application of School Sporting Policies & Guidelines

- Support and adhere to the School's uniform policy for students and coaches.
- Work with coaching staff on matters related to the safe and efficient conduct of the Racquet Sports program.
- Liaise with the Racquet Sports coaching staff to provide reports on student performance and other issues required.

## Student Care

- Model exemplary behaviour reflective of the values and ethos of the School.
- Develop an effective working relationship and rapport with students.
- Undertake responsibility, as a coach, for the care of students.

## Student Focus

- Encourage staff to utilise a coaching style that promotes student inquiry and active engagement in the learning process.
- A strong focus on achieving a positive learning experience and outcomes for the students, encouraging students to take opportunities to learn independently.
- Demonstrate ability to care for students in a sensitive and professional manner.

## Professionalism

- Ability to articulate and generate enthusiasm for learning.
  - Presentation of a professional, dedicated and inclusive attitude and demeanour at all times.
  - Capacity to operate as a collaborative and team oriented person in a professional work environment.
  - Ability to work unsupervised.
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## QUALIFICATIONS AND SKILLS

- Qualifications or equivalent experience in Sports Management or Business Management
- Coaching qualifications or equivalent experience coaching with tennis, squash or table tennis
- Level 1 Coaching Accreditation
- Proven track record of coaching from junior to national level
- Ability to establish effective relationships with students, colleagues, parents and the wider community
- Experience in developing budgets, report writing and management of a business unit
- Experiencing leading, managing and developing a team and or group of coaches
- Excellent communication and interpersonal skills
- Excellent organisational skills
- First Aid and CPR Certificate
- Current NSW Working with Children Check
- NSW Drivers Licence

The incumbent must maintain all qualifications on an on-going basis.

## WORK HEALTH & SAFETY

Actively support and contribute to the maintenance and development of a safe working environment:

- To report incidents or accidents to the appropriate staff as soon as possible.
- To ensure equipment is maintained to a required and appropriate standard of use.
- To report all maintenance issues to the appropriate staff as soon as possible.

## LENGTH OF TENURE & APPRAISAL

The Director of Racquet Sports is appointed on a permanent full-time basis and is required to work 38 hours per week, although on a week-to-week basis the hours may fluctuate greatly due to seasonal variations and specific operational requirements.

## REMUNERATION

Remuneration for the Director of Racquet Sports will be commensurate with qualification, skills and experience and in accordance with the terms and conditions of the *Independent Schools NSW (Support and Operation Staff) Multi-Enterprise Agreement 2017*.

Superannuation Guarantee at the current legislative rate will be paid by the school in addition to salary.

*Please note:*

*All staff are required to provide the School with a current Working With Children Check Number in accordance with Child Protection Legislation*