



ROLE DESCRIPTION

COORDINATOR OF ORATORY PROGRAMS

Permanent part-time 18 hours per week (term-time plus 2 weeks)

ROLE PURPOSE

Inspired by the highest ideals of collaboration, cooperation, integrity and teamwork, the Coordinator of Oratory Programs is an integral member of the Knox Grammar School co-curricular program.

The Coordinator of Oratory Programs is responsible for coordinating programs for Debating, Public Speaking, Mock Trial, Mooting, Toastmasters and other related activities at Knox Grammar School. The Coordinator of Oratory Programs will ensure widespread and equitable participation, outstanding coaching and organization of the oratory program, successful performance in relevant competitions, and appropriate recognition for student achievements.

ROLE RELATIONSHIPS

The Coordinator of Oratory Programs reports directly to the Director of Co-Curricular Operations and is supported by the Assistant Oratory Coordinator & Head Coach.

The Coordinator of Oratory Programs will be responsible for leading, managing and developing the other Oratory coaches in the program.

ROLE RESPONSIBILITIES

Oratory Programs

- Develop an annual strategic plan for all oratory opportunities across Debating, Public Speaking, Mock Trial, Mooting, Toastmasters and similar activities.
- Convene and attend Friday Evening Debating ("FED") and/or Independent Schools' Debating Association ("ISDA") tournaments and the weekly Knox Debating Cup, as required.
- Ensure Knox Grammar School is registered for competitions and activities including, but not limited to:
 - a) ISDA, FED and CAS Debating Competitions
 - b) Lawrence Campbell Oratory Competition, Legacy Public Speaking Award, Plain English

Speaking Award and UN Youth Voice

- c) High School Mock Trial Competition by the Law Society of NSW
 - d) Bond University High School Mooting Competition
 - e) Toastmasters Youth Leadership Program
 - f) Others that may arise, such as School Debating Days hosted by university debating societies.
- Coordinate all activities on and off campus, ensuring adequate supervision and duty of care, and compliance with all relevant school procedures and policies
 - Supervise and support the expert coaching staff in their various roles and responsibilities including delivering weekly training, competition feedback and other support, such as adjudicating internal competitions
 - Write and submit the weekly report for the Knoxonian
 - Promote oratory activities in the school through regular submissions to Year Group newsletters, recognition of achievements at assemblies, and fostering a culture of excellence through formal merit-based trial processes for all Year Groups
 - Maintain internal programs such as the Knox Debating Cup, that promote participation and development and pursue opportunities to expand or add to these where appropriate
 - Represent Knox Grammar School at meetings for the various interschool competitions in Debating, Mooting and Mock Trial
 - Respond to emails from parents, staff and students regarding oratory programs in a timely manner
 - Maintain up-to-date records of student enrolment, attendance, participation and development within the oratory programs
 - Maintain the Knox Debating Board, Knox Staff Board, Clipboard and the other publications/information about oratory programs at the School
 - Advise on awards and prizes where required

Application of School Policies & Guidelines

- Support and adhere to the School's policies and procedures for students and coaches
- Work with coaching staff on matters related to the safe and efficient conduct of the program
- Organise and facilitate program activities including coaches meetings, training sessions and matches
- Comply with mandatory training requirements as required e.g. Bravehearts Training, First Aid/CPR.

Student Care

- Model exemplary behaviour reflective of the values and ethos of the School
- Develop an effective working relationship and rapport with students and parents
- Mentor identified students in areas of time management, leadership, communication etc.

Student Focus

- 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
 - Demonstrate ability to care for students in a professional manner
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Professionalism

- Punctual for all coaching sessions and meetings, with equipment set up and ready
- 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.

SKILLS & QUALIFICATIONS

- Experience or involvement in co-ordinating programs for Debating, Public Speaking, Mock Trial, Mooting or Toastmasters
- Experience with Debating as a coach or a participant
- Well-developed oral and written communication and interpersonal skills, with an emphasis on building and maintaining quality relationships with all members of the School's community
- Experience at leading, managing and developing a team or group of coaches
- Current Senior First Aid and CPR certificate
- Current NSW Working With Children Check Number.

WORKPLACE HEALTH & SAFETY

The Coordinator of Oratory Programs will actively support and contribute to the maintenance and development of a safe working environment by:

- reporting incidents or accidents to the appropriate staff as soon as possible
- ensuring equipment is maintained to a required and appropriate standard of use
- reporting all maintenance issues to the appropriate staff as soon as possible

LENGTH OF TENURE & APPRAISAL

The Coordinator of Oratory Programs is appointed on a permanent part-time basis (18 hours per week) during term-time plus two non-term weeks (40 weeks), and will undergo a process of Performance Appraisal at regular intervals.

REMUNERATION

Remuneration for the position will be commensurate with qualifications, skills and experience and in accordance with the terms and conditions of the *Educational Services (Schools) General Staff Award 2010*.

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

Please note: Successful applicants will be required to provide the School with a current NSW Working with Children Check number in accordance with Child Protection legislation