



KINROSS WOLAROI
— SCHOOL —

Rugby GAP Coach

Candidate information pack

Closing Date: 08 March 2020

February 2020



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 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 the Early Childhood Centre and in classes from Kindergarten to Year 12 occur on the Wolaroi Campus. The main campus also includes a performance theatre, an auditorium, and a sports complex including gymnasium and indoor swimming facilities, a medical centre as well as five playing fields.

The school is committed to a highly effective whole school approach to student wellbeing that supports the emotional, social and academic needs of every student.

Further information

For more information on the organisation, please visit www.kws.nsw.edu.au. Among other information, on the home page can be found a helpful 'pictorial tour' and also a video, 'Every story has a beginning', which provides a good insight into the School. There are also a number of videos showcasing the School at this link <https://vimeo.com/kinrosswolaroischool>



About the position

POSITION OBJECTIVES & RESPONSIBILITIES

The position in context

The position would be ideal for an individual who is passionate about rugby with coaching experience, either a school or university leaver and keen to be involved in a well-respected school in Regional NSW. Ideally the successful applicant would have some coaching and refereeing experience, however they would be supported and mentored throughout the season.

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

Key Word	Duties
Coaching	<ul style="list-style-type: none">• 4-5 sessions per week (Tuesday and Thursday afternoons 3.30 – 5.00pm + 2-3 other sessions, mornings or afternoons).• High quality, game based sessions in line with KWS Rugby philosophy.• Team management and selection• Refereeing home fixtures
Matches	<ul style="list-style-type: none">• AWAY Games – bus travel, supervision, warm-up and cool down of teams, assist with organising the food for the busses.• HOME Games – help with grounds set-up and pack-up, supervision, warm-up and cool down of teams.
Other	<ul style="list-style-type: none">• Maintaining the rugby notice board each week (team sheets, info).• Gear steward – responsible for ensuring the training equipment are on field ready for training and returned, the storage unit to be kept tidy• Preparation of equipment for away trips and set up of grounds for home fixtures• Variety of excursions• Boarding duties• Holiday Camp (4-5 day tour with Rugby Teams)
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 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, and Master in Charge of Rugby (the Supervisors).



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 of the School

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 wearing appropriate professional attire

Take an active interest in the general life of the School - supporting policies, procedures, aims and objectives in order 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

Act as a member of a team, developing and supporting the philosophy and ethos of the team

Ensure that all documents are prepared and presented in accordance with the School's Style Guide

Working with Children (Criminal Record Checking)

The Working with Children (Criminal Record Checking) Act 2004 applies for anyone working in child related employment.

Workplace Health & Safety

Be informed of 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

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.

Cheerful disposition



Ability to remain calm under pressure

Willingness to support the mission and values of KWS

Demonstrate a high degree of discretion, initiative and personal organisation

Essential 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 Rugby Programme and a willingness to continue to learn and be innovative

Current First Aid and CPR certificate

Essential Criteria

Coaching accreditation

Appointment conditions

Employment will be offered of a fixed-term contract commencing 13 April 2020, and terminating on 31 August 2020.

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 2010*. The Rugby Coach salary package will be dependant upon the successful candidate's experience and qualification.

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



Application

To make a confidential enquiry about the position, please contact Madeleine Thomas, Acting Human Resources Manager on 02 6392 0484 or mkthomas@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. The CV should clearly detail achievements under each position held preferably in point form and focusing on challenges and how you resolved them.
- A separate document that includes a statement of Education Philosophy.
- 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 mkthomas@kws.nsw.edu.au

or addressed to

Ms Madeleine Thomas
Acting Human Resources Manager
Kinross Wolaroi School
Locked bag 4
Orange NSW 2800

Preferred applicants will be screened in accordance with Child Protection legislation



The recruitment process

Below is some information on how the recruitment process works at Kinross Wolaroi School and expected timeframes:

- The position has been advertised in print and digital media.
 - All applicants will receive an acknowledgment of receipt within two working days. If you have not received an acknowledgement, you should contact the School to confirm receipt.
 - The initial shortlisting process will be completed within two weeks of the closing date.
 - First round interviews are scheduled for shortlisted candidates either face-to-face, via telephone or via skype within one month of the closing date.
 - Candidates will be shortlisted after the first round of interviews.
 - Second round of interviews will be conducted in Orange for preferred candidates. This will include a tour of the School.
 - Referee checking of the preferred candidates happens in the week following the second round of interviews. Referees will not be contacted without prior permission.
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