



Co-curricular Coach – Debating

Position Description	Co-curricular Coach – Debating
Reporting	Supervisor: Co-ordinator - Debating and Public Speaking Reporting to: Activities Master
Emoluments	Educational Services (Schools) General Staff Award 2010

Mission Statement

Trinity Grammar School provides boys with a thoroughly Christian education in mind, body and spirit.

Overview of the Co-curricular Department

Sport and Co-curricular activities are an essential element in the life of every Trinity student and is compulsory from Years 3 to 12. Essential for healthy living, disciplined care of the body and the cultivation of temperate habits are integral components of the development of a well-rounded student. Co-curricular activities aim to develop important skills in leadership, communication, performance, reactivity, decision-making, co-operation and service. The emphasis on students working in teams opens further avenues for leadership and co-operation. Staff are supported by co-curricular specialists who reflect our culture and beliefs where students learn how to cope with adversity, to lose with dignity, and to win with grace.

Purpose of the position

The role of the Co-curricular Coach – Debating is to share knowledge and understanding of activities' specific skills and develop student affiliation towards the endeavour. Providers are responsible for delivering an appropriate range of co-curricular activities and programmes for individuals and teams.

All staff at Trinity are positive in support of the School's traditions and Christian ethos and are expected to be resilient, flexible, enthusiastic, competent and dynamic team members who consistently model professional behaviour and collaborative engagement within the daily life of the School.

Members of the School community are expected to abide by the School's core staff documents, co-operate with the senior staff and establish and maintain effective relationships with teaching staff, support staff, students and parents while maintaining high levels of confidentiality and professionalism at all times.

Key relationships

All staff are appointed by the Head Master and are responsible to the Head Master for the overall performance of their duties.

The Head Master delegates authority to the School Executive for the effective management of the School.

All Co-curricular staff report to the Director of Co-curricular through the Activities Master.

The Co-ordinator - Debating and Public Speaking will provide guidance and instruction on day to day duties.

The Head of Human Resources will provide support and assistance to individual pastoral care requirements.



Key accountabilities

1. Responsible for delivering a co-curricular programme to the students in line with Trinity Grammar School's Co-curricular policies and practices.
2. Responsible for ensuring the co-curricular activities are fully compliant with state and national laws and regulations as per the Trinity Grammar School guidelines.
3. Maintain formal records required by the School including but not limited to, injury reports, attendance and discipline records.
4. Be actively involved in supporting the School's co-curricular activities and uphold the School standards and code of conduct.
5. Ensure fair, equitable and socially just practices are applied.
6. Model the Christian values of the School and provide a Christ-like example to all within the Trinity Grammar School community.
7. Comply with the Trinity Grammar School Child Safe Standards policies and procedures.

Role Responsibilities

General

1. In collaboration with the Activities Master and Co-ordinator - Debating and Public Speaking, deliver a programme for the nominated co-curricular activity to achieve short and long term outcomes.
2. Facilitate inclusive and age appropriate knowledge and skill development for the students to achieve performance and participation outcomes.
3. Assist in the planning and preparation of the activity, giving feedback and ensuring students and parents are advised of activity requirements in a timely manner.
4. Refer all enquiries and questions from students, parents and other staff to the Co-Curricular Coach - Lead Debater and/or the Co-ordinator - Debating and Public Speaking regarding the specifically assigned activity and related matters.
5. Work collaboratively with the Activities Master and Co-ordinator to encourage a positive experience outside of the classroom.
6. Provide input and advice in the selection of teams, if required.
7. Support and manage the School's uniform policy for students within the co-curricular activity programme.
8. Attend all programmed activities including activity meetings, co-curricular sessions and events.
9. Liaise with the Co-ordinator - Debating and Public Speaking or Activities Master to provide reports on student performance, injuries, results and other matters as required.
10. Work shifts as agreed and if unable to make a shift for any reason, provide 24 hours' notice to the Activities Master.

Regular Duties

1. Provide recommendations to the Co-ordinator - Debating and Public Speaking and/or Activities Master if new or replacement equipment is required to improve programme outcomes.
2. Attend all events for assigned group/team.



3. Mark attendance rolls, follow up unexplained absences and update the Co-ordinator - Debating and Public Speaking.
4. Maintain formal records required by the School including but not limited to, injury reports, attendance and discipline records.
5. If appropriate, collect and return equipment from storage spaces, pack up, clean area and appropriately place equipment in storage areas, adhering to Workplace Health and Safety (WH&S) guidelines as relevant.

Pastoral

1. Adhere to the Trinity Grammar School Code of Conduct and model exemplary behaviour reflective of the values and ethos of the School.
2. Follow up with the School Health Centre regarding any injuries from the training sessions. Advise the Co-ordinator - Debating and Public Speaking and/or Activities Master of all student injuries as soon as practicable and maintain formal injury reports.
3. Liaise with Co-ordinator - Debating and Public Speaking and/or Activities Master on student absences at both training and activity and the Co-ordinator - Debating and Public Speaking and/or Activities Master for administration of the Discipline procedures as appropriate.

Technology and Equipment

1. Be confident and resourceful in learning new technologies and continuously upskill in digital technologies to engage students and enhance student learning and resourcing educational programs.
2. Effective use of the School's Administration and Learning Management System.
3. Acquire and continue to develop expertise in co-curricular specific applications.

Professional Learning

1. Attend sessions as identified by the Activities Master to meet and maintain professional skills and undertake continuous learning and upskilling with regard to specific co-curricular.
2. Ensure School compliance requirements are current (First Aid, Working with Children Check etc).
3. Undertake continuous learning and upskilling with regard to the School Learning Management System and Administration System.
4. Undertake continuous learning to develop expertise in Co-curricular specific skills.

Professional Experience and Requirements

Essential

- ▲ Valid NSW Working With Children Check (Employment status)
- ▲ Valid COVID-19 Vaccination Certificate or COVID-19 Vaccine Medical Contraindication Exemption
- ▲ First Aid Certificate, CPR Certificate and Anaphylaxis and Asthma Management Accreditation
- ▲ Play by the Rules - online Child Protection Training

Co-curricular



- ▲ Experienced at Debating in a School or Tertiary environment
- ▲ Ability to demonstrate leadership of co-curricular activity
- ▲ ISDA training or Debating Adjudication Qualifications or the willingness to attend the relevant courses and receive accreditation.

Desirable

- ▲ Child Safe eLearning – Keeping children safe in organisations – Office of the Children's Guardian