



MLC

Methodist Ladies' College Position Description

Position:	Gymnastics Head Coach
Reports to:	Head of Gymsports
Department:	Sport
Date:	October 2021

PRIMARY PURPOSE

Reporting to the Head of Gymsports, the Gymnastics Head Coach is responsible for oversight of all gymnastics programs for GFA and Competitive, ensuring the ongoing professional development and accreditation of gymnastics coaches and, oversight of physical testing and welfare of all gymnasts within MLC Gymsports.

The portfolio includes a diverse range of programs, including MLC Gymnastics (Kinder, Gymnastics for All, Gymstar and Competitive), MLC Cheerleading and MLC Dance. A team of 50 staff members actively support the Gymsports programs, which over 1000 participants enjoy per year.

POSITION IN CONTEXT

MLC is one of Australia's most respected and innovative schools, with over 2,000 students from Early Learning (MLC Kinder) to Year 12, including international students and boarders. MLC is a technology-rich environment, teaching staff and students from Year 3 have a notebook computer and Prep to Year 2 students have an iPad.

MLC is comprised of four schools: Junior School (MLC Kinder – Year 6), Junior Secondary School (Years 7 and 8), Middle School (Years 9 and 10) and Senior School (Years 11 and 12). The Senior School program offers a comprehensive curriculum including the Victorian Certificate of Education (VCE), International Baccalaureate (IB) and Vocational Education and Training (VCE - VET) pathways. Year 9 students may participate in a unique eight week residential learning by living experience at our remote MLC Marshmead campus near Mallacoota.

Every student at MLC is offered a wide variety of subject choices, pathways, co-curricular and leadership opportunities and a strong support network through an extensive wellbeing program.

As part of our sporting curricular, MLC offers students over 30 sports. The Gymsports portfolio encompasses Gymnastics, Dance and Cheerleading. It is open to both MLC and external students to help them realise their full potential in a supported and professional environment.

MAJOR DUTIES AND RESPONSIBILITIES

This position description outlines the major duties and responsibilities relevant to this role. This list is not exhaustive and it is expected that specific tasks and functions may change from time-to-time in line with the College's operational requirements.

Coaching Coordination:

- Coordinate all coaching, program development, participant development and welfare, coach performance and equipment management activities related to the GymSports gymnastics team
- Develop effective pathway programs to assist the growth of participants at all levels, including implementing a talent ID and physical testing program
- Effectively manage competing priorities by setting realistic expectations with staff, managing resource and equipment allocations to meet program schedules and MLC priorities, and supporting PE and Sports staff appropriately
- Build and maintain positive stakeholder relationships to ensure all gymnastics activities within MLC are planned, coordinated, risk managed and facilitated effectively
- Conduct program reviews to ensure compliance with industry best practice, governing body requirements, identifying opportunities for improvement and celebrating successes
- Develop and maintain appropriate coaching, planning, and participant development systems
- Complete coaching performance reviews, identifying clear technical and professional development programs for coaching staff, strategies for improvement, and aligned to succession plans
- Ensure risk assessments are conducted effectively by all gymnastics coaches and PE staff
- Manage customer expectations by setting realistic program and student/participant outcomes
- Develop and implement systems and processes that enhance the efficiency and effectiveness of gymnastics programs, including rostering systems to ensure appropriate coaching coverage
- Develop competitive team selection criteria and processes
- Develop participant welfare programs and co-ordinate wellness programs via liaison with external suppliers (i.e. dieticians, physiotherapists) and the Gymnastics Manager
- Develop gymnastics programs aligned to achieving MLC's objective of assisting all students and external participants to achieve their full potential
- In conjunction with the Gymnastics Manager, effectively manage performance issues of coaches in a timely and professional manner, and in alignment with MLC Human Resources policies and procedures
- Support coaches to develop creative approaches to traditional technical and training assumptions, helping provide innovative solutions to gymnast or operational constraints.
- Lead the process in the identification, assessment, and selection of new coaches
- Support coaches to incorporate sports science into the sustainable development of gymnastics participants across both recreational and competitive pathways
- Manage the Coach Development Program, promoting it to suitable (external) senior gymnasts or MLC gymnastics students.
- Meet regularly with the Gymsports coaches to discuss, monitor, and have input into the planning of their classes
- Provide oversight to assess, and monitor the capabilities and progress of gymnastics participants, while coordinating the gymnastics talent identification program
- Establish stretch goals for personal, team and program accomplishment
- Utilise appropriate techniques, influencing and communication strategies to gain acceptance and support for ideas and business objectives

- Ensure MLC Gymnastics programs comply with Gymnastics Australia / Gymnastics Victoria Curriculum Goals & Recommendations
- Always maintain an exemplary focus on child safety

Gymsports Involvement:

- In conjunction with the Gymnastics Manager, Events Coordinator and GymSports Bookkeepers, participate in the development of the annual Gymnastics budget process
- Participate in the development of and actively implement key strategies and initiatives to increase participation and retention rates across all MLC Gymsports activities
- Work with the Gymnastics Manager to ensure appropriate staff placement for Gymsports, PE and general sports Gymnastics classes
- Promote and participate in an environment within MLC Gymsports where all students and staff are encouraged and supported to reach their full potential
- Liaise with the Gymsports Events Coordinator to ensure gymnastics participants are adequately supported and informed when attending competitive or external training programs and events.
- Encourage students to participate in appropriate lunch time and after school Gymsports Programs and assist PE staff with professional development if requested
- Liaise with Gymsports admin, coaches, and PE staff to ensure access to gymnastics equipment is allocated on an equitable basis

MLC Community:

- Contribute to and foster a working environment that is supportive, collaborative, and respectful
- Encourage diversity of thinking, cultural and strategic alignment, and a sense of innovation
- Liaise with the Gymnastics Manager, MLC teaching and MLC PE staff to ensure participant welfare is maintained, and students are supported to balance their academic, sporting and gymnastics objectives appropriately
- Comply with and drive compliance with all MLC HR, safety and risk management policies to ensure the health, safety and wellbeing of all staff, students, participants and visitors to MLC facilities
- Obtain and maintain at all times the necessary competency / compliance requirements such as First Aid, CPR, Working with Children etc.
- Build positive relationships to support the MLC vision and 'One MLC' culture across the Gymsports team and broader MLC community
- Demonstrate the MLC values of Responsibility, Respect, Passion in all activities
- Collaborate with colleagues in the MLC Sports and MLC PE Departments to support their divisions build participation in Gymsports, assisting sports development within MLC
- Source opportunities for grants / external funding to support gymnastics activities across MLC
- Adherence to all College policies and demonstration of behaviours in accordance with the Child Safe Standards.

The MLC Gymnastics Head Coach will also be required to:

- Work outside of normal business hours to align to operational requirements (such as school holiday or weekend programs) and interact effectively with members of the Gymsports team, students and community
- Attend key Gymsports events, including major Gymnastics meets and training events
- Attend MLC internal professional development and MLC social / community activities.

This position description outlines the major duties and responsibilities relevant to this role. This list is not exhaustive and it is expected that specific tasks and functions may change from time-to-time in line with the College's operational requirements.

KEY CONTACTS

Primary Internal Contacts:

- Director of Sport
- Head of Gymsports
- Gymnastics Manager
- Gymnastics Coaches
- GFA Supervisor
- Events Coordinator
- Gymstar Coordinator
- Gymsports Administrator
- MLC and PE staff

External Contacts:

- MLC Gymnastics Parents & Students
- Competitive Associations
- Gymnastics Victoria
- Gymnastics Australia

PERSON SPECIFICATION

Essential Criteria (skills, qualifications, knowledge and experience)

- Ability to embrace, promote and enhance a 'One Team' culture
- Proven ability to plan and manage safe and effective gymnastics programs at all levels
- Demonstrated business development skills, including exceptional stakeholder management
- Understanding of Gymnastics' Australia / Victoria curriculum goals and recommendations
- An in-depth understanding of recreational and competitive gymnastics pathways
- Demonstrated ability to set a clear direction, align performance for success, manage conflict and mobilise large professional teams to achieve excellence
- Demonstrated continuous improvement and team betterment processes (raise the bar)
- Well-developed leadership, influencing, negotiation and strategic execution skills
- Experience in the management of coach development and communications, program development, and participant development and welfare
- Excellent organisational and time management skills including the ability to work under pressure, coordinate multiple programs and maintain a high quality of work
- Professional, clear, and effective communication, listening and interpersonal skills
- Experience providing a professional interface for participants and parents/caregivers
- Ability to effectively manage gymnastics equipment allocations and maintenance
- Ability to provide a high standard of customer service in a participation-focused environment
- Proven ability to effectively manage workforce health & safety, and child safety considerations
- Excellent computer skills with experience using MS Office and other systems relevant to the role (i.e. MS Teams, participant databases, financial systems)
- Willingness and ability to comply with all MLC policies and procedures
- A genuine desire for and a natural motivation to support all to realise their full potential
- Hold or be able to gain a 'Working with Children' certification
- Adherence to all College policies and demonstration of behaviours in accordance with the Child Safe Standards.

Desirable Criteria (skills, qualifications, knowledge and experience)

- Experience preparing and complying with approved budgets
- Experience managing and maintaining gymnastics equipment
- Experience increasing student participation, satisfaction, and retention
- Experience working in an educational environment
- Current Level 2 First Aid qualification

MLC performs thorough assessments of potential and existing employees. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person to be trusted to work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, Criminal Records Checks and Working with Children Clearances.

MLC's commitment to child safety

MLC is committed to the safety, participation and empowerment of all children. All members of our community, including employees, contractors, agency staff and volunteers, have an important role in providing students with a safe and nurturing environment in which to prosper and thrive. MLC has zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently within our policies and procedures.

MLC is committed to preventing child abuse through identifying risks early and removing and reducing these risks. We have robust human resources and recruitment practices, supported by regular training and development.

We support and respect all children, as well as all members of our community. We are committed to the cultural safety of Aboriginal students, the cultural safety of children from a culturally and/or linguistically diverse background, and to providing a safe environment for children with a disability.

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