

## POSITION DESCRIPTION

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**POSITION:** Strength & Conditioning Coach  
**Reports to:** Director of Sport

### Key Purpose

Mentone Girls' Grammar has long attracted and retained high performance athletes across a range of sporting codes. More importantly however, and regardless of age or ability, our students love sport and take a great deal of pride in competing on behalf of their School. The Strength & Conditioning Coach is responsible for actively supporting the mission and values of the School in developing and mentoring our students to reach their potential as athletes and young women. The coach will instill in students the value of discipline and commitment, and the importance of setting and working towards achieving individual goals and creating an environment where all students feel valued and supported.

The Strength & Conditioning Coach is responsible for establishing and maintaining a strength and conditioning program, with the three major goals of improving athletic performance, reducing athletic injuries, and teaching lifelong fitness and movement skills.

The Strength & Conditioning Coach will work with all members of the School, to create the best opportunity for students to have successful and enjoyable sporting experiences and be a positive role model for students.

### Responsibilities and Duties

This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this position, but is intended to accurately reflect the principal job elements. You may be asked to carry out other reasonable tasks by management when necessary. The Strength & Conditioning Coach will primarily be responsible for the development and implementation of all fitness programs at the school, in conjunction with the Director of Sport and Head Strength and Conditioning Coach.

### Strength & Conditioning Coaching

- Develop and implement suitable strength and conditioning programs tailored to the specific needs of all students.
- Design, coach and coordinate all programs with regular monitoring and evaluation of individual progress and program effectiveness.
- Coach students through all athletic development areas including strength, speed, agility, power, endurance, injury prevention and recovery.
- Conduct thorough inductions and assessments of students' physical capabilities to ensure that an appropriate and safe program is prescribed.
- Plan and implement an enjoyable, age and skill appropriate coaching programs that stimulate student development, maximise participation and emphasise development of fundamental movement patterns and technique.
- Ensure that injury risk is minimised by implementing best practice safety measures at all times.



## MENTONE GIRLS' GRAMMAR

- Assist the Physical Education department with implementation of curriculum-based sessions.
- In conjunction with the Director of Sport, maintain the strength and conditioning facility, and establish policies, plans, and procedures for the safe and professional operation of the facility.

### General

- Build professional relationships with key personnel including teaching staff, sport department and students.
- Keep an accurate record of student attendance and program completion.
- Notify the Director of Sport of any accidents, injuries, incidents (complete Student Incident Report form as required).
- Be present, punctual, and organised for all sessions.
- Ensure you have all required first aid equipment at all sessions.
- Promote the benefits of fitness to increase engagement and usage of S&C facility.
- Ensure that students are correctly attired and behave in the appropriate manner in line with the school's policies.
- Be responsible for student behaviour and deal with any minor breeches of behaviour by students. More serious problems should be reported to the Director of Sport.
- Develop a strong positive culture that fosters inclusion, hard work, discipline, and goal-oriented behaviour.
- Dress appropriately at all training sessions and fixtures and uphold the dress expectations of School.
- In consultation with the Director of Sport, the S&C Coach will be responsible for the development, implementation, promotion, and review of the Sport program.
- Use of software programs including TeamBuildr, MS Excel

### Other Duties

- Work flexibly and as part of a team in the pursuit of the School's Mission and Values
- Other duties as specified by the Director of Sport within the scope of the role
- As specified by the School Principal.

### Qualifications and Relevant Experience

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#### Essential

- Working with Children Check (*Employee*)
- ASCA (Australian Strength & Conditioning Association) Level 1 Accreditation
- Exercise and Sport Science degree (or equivalent)
- First Aid Certification Compliance, including (or willing to obtain):
  - Anaphylaxis Awareness & Management
  - First Aid
  - CPR
  - Asthma

#### Desirable

- 3 years' coaching experience
- ASCA Level 2 Accreditation
- Demonstrated experience working with student-athletes at the secondary school level.
- Demonstrated experience working with elite athletes.

### Characteristics, Qualities and Skills

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- An understanding the social and developmental needs of girls in a K-12 setting.
- Organised and flexible, demonstrated ability to prioritise workload, manage multiple tasks and be proactive.
- Team oriented with good management and leadership capabilities.
- Ability to adapt and operate effectively in a demanding and an evolving environment.
- Establish and maintain a positive working relationship with stakeholders.
- Establish and maintain a positive working relationship with other coaches.
- Ability to operate well in a customer-focused and dynamic environment.
- Demonstrated success in organising multiple and diverse tasks within a flexible working environment.
- Motivates students to train and perform to the best of their ability.
- Keeps up to date on safety and fitness procedures.
- Build trust and respect and maintains a positive attitude for students.
- Skill in both verbal and written communication.
- Ability to provide timely and constructive feedback on performance.
- Is positive, confident, and decisive under pressure with the ability to make objective and quick decisions.

### Child Safe

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Mentone Girls' Grammar School is committed to and promotes the safety, wellbeing, inclusion and participation of all children, including Aboriginal children, children with a disability and children from culturally and/or linguistically diverse backgrounds. This pledge is embedded in our policies and procedures which ensure a commitment to zero tolerance of child abuse.

To create and maintain a Child Safe school, Mentone Girls' Grammar applies Child Safe Standards which include but are not limited to:

- Strategies that embed a School culture of child safety, including through effective leadership arrangements
- A child safe policy which states a commitment to child safety
- A code of conduct that establishes clear expectations for appropriate behaviour with children
- Screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel
- Processes for responding to and reporting suspected child abuse
- Strategies to identify and reduce or remove risks of child abuse
- Strategies to promote the participation and empowerment of children.

You will be required to adhere to all school policies and procedures which outlines our commitment to providing a Child Safe environment. This includes a rigorous background check to verify your identity, suitability and qualifications related to your role at the School.

## Risk Management and Work, Health and Safety

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### General Responsibilities

- Proactively identify and manage any risks
- Ensure compliance with all relevant Acts, Regulations and Codes of Practice
- Carrying out duties in a manner which does not adversely affect own health and safety or that of others
- Cooperate with measures introduced in the interests of workplace health and safety
- Ensure compliance with school standards and policies
- Participate in the School's Health and Safety activities and undertake any training provided in relation to WH&S
- Correctly using any information, training, personal protective equipment and safety devices provided
- Work harmoniously with other employees with due regard to their rights, and School requirements
- Immediately report all matters which may affect workplace health and safety to your Direct Manager.

All employees are responsible for their own safety behaviour and adherence to safe work practices is a condition of employment. Employees are required to observe all safety regulations and procedures.

## Employment Conditions

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<b>Nominal Hours of Work</b>	<p>Casual hours</p> <p><i>Working hours are flexible and will vary between early morning and evening. Weekend work will be required. Attendance at School events such as School Tours and Open Days will also be required.</i></p>
<b>FTE</b>	<p>Casual</p> <p><i>6-10 Hours per week</i></p>
<b>Award Classification</b>	<p>Level 4, Instructional Services</p> <p><i>Conditions of employment as per Educational Services (School) General Staff Award 2020</i></p>
<b>Physical Capabilities</b>	<p>Ability to demonstrate the appropriate skills and techniques to be used by the athletes. Ability to visually monitor athletes. Sitting, standing, lifting and carrying (up to 25kgs), reaching, squatting, climbing stairs, kneeling, and moving equipment/boxes up to 25kg. Must be able to work within various degrees of noise, temperature, and air quality. Work surfaces will vary from concrete to grass to hardwood floors.</p>
<b>Date Prepared:</b>	<p>April 2025</p>