



The Cathedral School
of St Anne & St James
T O W N S V I L L E

Position Description

ROLE TITLE:	Mountain Bike Academy Coordinator
REPORTS TO:	Ian Gamack (Principal) Luke Baills (Head of Junior School)
INDUSTRIAL AGREEMENT:	The Queensland Anglican Schools Enterprise Agreement
CLASSIFICATION:	School Officer
COMMENCEMENT DATE:	7 February 2022 (Negotiable)
DATE PREPARED:	December 2021

We are currently seeking a Mountain Bike Academy Coordinator who has the passion and drive to oversee the School's Mountain Bike Academy. To be successful within the role we are looking for someone who:

- Loves mountain biking and actively promotes and encourages an interest in the sport.
- Is a strong, energetic leader with a happy, outgoing disposition.
- Values diversity and inclusion.
- Provides keen bike riders at all levels with the opportunity to excel.

The Cathedral School of St Anne & St James located in Mundingburra is Townsville's only Independent Anglican School for boys and girls from Early Childhood to Year 12 and boarding students from Year 7 to 12. The School is set amongst a lagoon and lush tropical rain trees creating a wonderful canvas to inspire learning and creativity. At Cathedral we 'educate for life-long success'. We know that this requires a well-rounded education and a focus on developing the "whole person" by nurturing the body and spirit as well as the mind.

ORGANISATIONAL ENVIRONMENT:

The Cathedral School is an Anglican co-educational school of approximately 1200 students from six weeks old to Year 12 including 170 boarding students from Years 7 to 12.

MISSION:

The mission of The Cathedral School is to be a caring, Christian community in which students are challenged and inspired to explore, learn and grow so they will be equipped to make wise decisions as informed members of society.

AIMS:

1. To be a Centre for academic excellence.
2. To encourage an understanding that the spiritual and moral aspects of life are central to our humanity.
3. To affirm the unique worth of the individual.
4. To inspire our students through creative, purposeful, enjoyable learning, to reach their full potential.
5. To develop attitudes which are anticipatory, visionary and reflective.
6. To educate our students to be discerning, sensitive and responsible.

ORGANISATIONAL EXPECTATIONS:

All employees are expected to respect the confidentiality of the individual, and to treat all members of the School community with courtesy.

All employees are bound by the requirements of the School's policies, procedures and any other practices (such as the Code of Conduct and Dress Code) and are expected to provide appropriate support and pastoral care to students of the School.

The Cathedral School is committed to maintaining a healthy and safe work environment. Everyone must adhere to the current *Workplace Health and Safety Act*.

The Cathedral School is committed to the safety and wellbeing of children enrolled at the school. As a condition of employment in accordance with the *Working with Children (Risk Management and Screening) Act 2000 (Qld)*, employees are expected to obtain and hold for the duration of employment, a current Suitability Notice (Blue Card).

Staff are required to familiarise themselves with the School's Child Protection Policy.

With regard to student behaviour, the role may be required to actively discipline a student. Serious misdemeanours are to be reported to the Heads of School so that appropriate action may be taken. It is within the staff's Duty of Care to step in when a situation is unsafe or a student is at risk.

All employees recognise and accept that multi skilling is an essential component of the School and all employees may be required from time to time to undertake duties that are outside their normal position description but within their skills, competency and capability.

Much of the information gleaned by staff during the course of their duties is confidential and should be treated as such. Staff shall not use confidential information to gain advantage for themselves, their related persons or for any other person or body, in ways, which are inconsistent with their obligation to act impartially. Nor should such information be used improperly cause harm or detriment to any person, body, or the School.

Proof of qualifications will also be required prior to commencement.

PRIMARY ROLE PURPOSE

The Mountain Bike Academy Coordinator position is a part-time term-time position working approximately 10-15 hours per week during the North Queensland Mountain Bike Season (Term 1-3). The position will be required to coordinate the Primary and Middle/Senior Mountain Bike Academy Program as well as attend up to 4 weekend Mountain Bike Events across North Queensland during the season.

The Mountain Bike Academy Coordinator will work with the Assistant to the Deputy Principal/Extracurricular Coordinator to oversee the registration of riders. The position will be required to supervise training for 1 hour twice a week during the season.

The position is expected to support the School community (Principal, staff and students) in the continued promotion of the philosophy of the School which is founded on the Mission Statement.

RELATIONSHIPS AND AUTHORITY

The position is responsible to the Principal for the day to day performance of duties. Employees at this level are responsible for their own work.

Work is carried out with little supervision. The role involves the application of knowledge and initiative to achieve outcomes within time constraints by prioritising tasks, setting goals and determining best practices to implement in order to meet deadlines.

Problems are solved by reference to established practices and procedures, or by reference to the Principal.

The position involves a high level of communication and interpersonal skills to develop relationships with school students, staff and external stakeholders.

SKILL AND KNOWLEDGE

Essential Criteria

The Mountain Bike Academy Coordinator will be required to meet the following Essential Criteria and actively work towards obtaining the desired Competencies, Knowledge & Skills.

Qualifications

- Level 0 Coaching Course (or equivalent experience) is the minimum formal qualification.
- Valid Working with Children Check (Blue Card or exemption notice).
- Current Drivers licence.
- Current First Aid/CPR certificates are required and must be kept up to date.

Competencies, Knowledge & Skills

- Demonstrate a strong interest and knowledge of mountain biking across all categories.
- Effective communication and negotiation skills with a range of people including students, parents, guardians, staff and external professionals.
- Customer service focus.
- Attention to detail.
- Organisational and time management skills.
- Work collaboratively with both coaching staff and students.
- Work within a team environment.
- A good role model in terms of behaviour, language, dress, grooming and integrity.
- An understanding of occupational health and safety and anti-discriminatory practices.

KEY ACCOUNTABILITIES:

Oversee the preparation of mountain bike academy programs and teams including.

Pre-season

- Organise mountain bike academy sign-on, pre-season meetings and correspondence.
 - Liaise with the School's Extracurricular Coordinator to invite students to register for the mountain bike season.
 - Organise a grading to select and grade all riders into ability groups before the start of each season.
 - Manage recruitment and induction of coaches.
 - Arrange coaching courses and clinics as required.
 - Manage and purchase all training and coaching equipment and uniforms.
 - Distribute equipment to coaches as required and keep a list of same.
 - Organise training schedules.
 - Manage and update mountain bike handbook.
 - Represent the school at all relevant Club meetings.
 - Liaise with Human Resources to ensure all coaches have valid Blue Cards and have completed annual online inductions.
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In-Season

- Utilise standard risk management and safety strategies when conducting training and participating in race meets.
- Attend all training sessions.
- Be a first point of contact for parents and students.
- Produce and manage mountain bike calendar.
- Update the academy's eCat page with relevant information as required.
- Provide support and guidance to all coaches throughout the season.
- Organise and enter teams for weekend race competitions.
- Organise mountain bike presentation and awards.
- Purchase club trophies and gifts for presentation.

Post Season

- Arrange collection of equipment at the end of the season.
- Collate rider feedback from coaches and disseminate feedback as necessary.
- Complete a stock take of equipment and order new equipment as required.
- Arrange storage of equipment out of season.

Other

- Actively promote the mountain bike academy program within the School.
- Any other duties as directed by the Principal.

Interaction with children

- Treat all children with dignity and respect and allow for individual differences.
- Provide children with a safe and nurturing environment.
- Use appropriate language.
- Provide a role model for students and encourage students to participate in all aspects and activities whilst attending training sessions, fixtures and competition.

These duties are indicative of the tasks encompassed in this position and are not exhaustive. They may also vary over time to reflect the changing needs of the School.

Applying for the Position

Applicants wishing to apply for the position are required to submit a cover letter and resume outlining their skills and experience and provide 3 work references to which the school can contact.

Please send applications to:
Human Resources
The Cathedral School
Email: hr@cathedral.qld.edu.au
