



POSITION DESCRIPTION

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the Principal, in response to the strategic direction of the School, and the development of the skills and knowledge of the position.

JOB TITLE	Head of Gymnastics
HOURS OF WORK	Full time: Monday – Friday (38hrs per week)
SCHOOL	<p>Melbourne Girls Grammar Senior School (Merton Hall Campus) 86 Anderson Street, South Yarra, 3141</p> <p>Junior School (Morris Hall Campus) 100 Caroline Street, South Yarra, 3141</p> <p>Early Learning Centre (Barbara Tolson Centre) 63 Clowes Street, South Yarra, 3141</p> <p>This role requires occasional travel between campuses.</p>
FACULTY/DEPT	Artemis
REMUNERATION CLASSIFICATION	Educational Services (Schools) General Staff Award 2020
REPORTS TO	Head of Sport and Coaching, Executive Director of Artemis Programs, and ultimately the Principal.
SUPERVISES	Casual Gymnastics and Cheerleading Coaches, and relevant contractors.
POSITION OBJECTIVE	<p>The Artemis Centre provides students at Melbourne Girls Grammar School with a world-class purpose-built facility that celebrates holistic learning and provides a home for sport, fitness, and wellbeing programs. Whilst the Artemis Centre is for the use of students during school hours, outside of these hours the Centre transforms into a community hub accessible to all. Offerings include swimming club, gymnastics and holiday programs and spaces within the facility for external hire.</p> <p>The Head of Gymnastics is responsible for the year-round administration, operation, and promotion of Artemis Gymnastics. This includes managing the suite of programs and development of gymnastic pathways, and</p>



	<p>delivering quality coaching and instruction to MGS students and the wider community.</p> <p>Artemis Gymnastics offer recreational gymnastics programs for boys and girls aged 4 - 10 years, with a view to extending the program for teens and young adults. Our gymnastic coaches work with children to teach entry-level gymnastics skills, such as forward and backward rolls, handstands, cartwheels, hanging and support skills on bars, grip skills, balance beam and trampoline skills. The Head of Gymnastics will be responsible for leading the continued growth and development of the current program as a foundation to build future opportunities.</p>
<p>KEY ACCOUNTABILITIES</p>	<p>KEY TASKS</p>
<p>Program Development and Management</p>	<ul style="list-style-type: none"> • Manage and carry out all operational requirements of the Artemis Gymnastics with a focus on 4 to 10 year olds; • Provide high quality gymnastics coaching; • Plan and manage a weekly timetable to run in alignment with the School (term and year) calendar. This includes scheduling and planning holiday programs; • Assess participants to ensure allocation into appropriate lessons and levels; • Implement a model to track and monitor participants to ensure positive skill and physical development; • Work closely with the MGS Facilities Manager and Artemis Operations Manager to ensure a safe, healthy and highly presentable Gymnastics facility; • Manage a team of gymnastics coaches and when required recruit in liaison with Head of Sport and Coaching, and Human Resources. Provide leadership and mentoring to all Artemis Gymnastics and Cheerleading coaches; • Work with CEE (Student Enterprise) to establish an education program for MGS students to gain gymnastics coaching accreditation; • Work in collaboration with the Head of Sport and Coaching, Executive Director of Artemis Programs, and the Artemis Operations Manager to implement the Artemis Gymnastics business plan as a commercial enterprise;



	<ul style="list-style-type: none"> • Provide training, support and assistance to the HPE department to establish and deliver a high-quality curriculum based fundamental skill development program; and • Provide leadership and coordination of additional opportunities for gymnastic students such as cheerleading, tumbling and diving, and/or popular community sports in this environment.
Communications and Relationships	<ul style="list-style-type: none"> • Work with the MGGS Community office in preparing promotional and marketing material and distribution of program information to the MGGS and wider community; • Build a positive training culture and fun environment within the Artemis Gymnastics and cheerleading programs; • Foster collaborative relationships with other Heads of Programs to support the development of a cohesive sport and activity offering at MGGS; • Foster close and collaborative relationships with relevant stakeholders including support staff and external health providers to ensure a holistic approach to skill and physical development, and student wellbeing; • Comply with preferred communication methods used to disseminate information to MGGS staff, parents and students including eVI (internal school platform), external school website, and email; • Communicate professionally, warmly and effectively with stakeholders including students, parents, staff and external groups; • Escalate important information, issues, complaints or risks to the Head of Sport and Coaching and/or Executive Director, Artemis Programs; and • Ensure lines of communication and flow of information is regular, open and consistent.
Policy	<ul style="list-style-type: none"> • Ensure all School policies are adhered to without exception, particularly in regard to Child Safety, OHS, Codes of Conduct, First Aid, Privacy, Positive Relationships and Respectful Workplace, and OH&S and the Casual Sports Coach Code of Conduct; • Notify and report any and all incidents as soon as possible to the Head of Sport and Coaching and/or the Artemis Operations Manager.
Other	<ul style="list-style-type: none"> • Attend all staff meetings, when required; • Attend Professional Development workshops and seminars that will assist in successfully meeting the objectives of this role, including any



	<p>recommended by the Head of Sport and Coaching, and/or Executive Director of Artemis Programs;</p> <ul style="list-style-type: none"> Any other duties as requested by the Head of Sport and Coaching and Executive Director of Artemis Programs, or the Principal.
<p>QUALIFICATIONS</p>	<p>Essential</p> <ul style="list-style-type: none"> Minimum Intermediate Level Gymnastics Coaching accreditation; Current Gymnastics Australia Technical Member; Current HLTAID009 Provide CPR and HLTAID011 Provide First Aid qualifications; Current Victorian Employee Working with Children Check. <p>Desirable:</p> <ul style="list-style-type: none"> Tertiary qualification/s in Physical Education, Sports Science, Human Movement or Coaching
<p>EXPERIENCE / SKILLS / ABILITIES REQUIRED</p>	<ul style="list-style-type: none"> Minimum of 5 years' of gymnastics coaching experience; Previous experience in Cheerleading and/or tumbling coaching (desirable). Ability to create an inclusive, fun and productive learning environment; Demonstrated experience managing a gymnastics program including the ability to strategically plan, monitor and evaluate programs and manage a cohort of coaches; A sound, up to date understanding of current trends and professional practices in coaching principles and methodology, and gymnastics development; Demonstrated experience and success leading a small to medium sized team, managing inductions, conducting staff training, providing staff performance feedback, rostering and scheduling. Demonstrated experience preparing, implementing and monitoring budgets; Intermediate MS Office skills (specifically Word, Excel and Outlook) and experience using relevant coaching applications, tools and analysis systems; High level literacy and numeracy skills and strong attention to detail; Excellent organisational, planning and time-management skills;



	<ul style="list-style-type: none">• Ability to communicate with students in a way that converts complex techniques into sports language and effective coaching;• High empathy and well-developed intra and inter-personal skills which build and maintain effective and positive working relationships with immediate supervisors, colleagues and key stakeholders;• Ability to work in a team, and a proactive and collaborative approach to problem solving;• Ability to exercise sensitivity and confidentiality in all dealings.• High level of trust, integrity and work ethic;• Proactive, resilient and able to work productively;• Professional and diplomatic approach to work; and• Flexibility with working hours.
CHILD SAFETY	<p>All staff at Melbourne Girls Grammar are expected to take an active role and are well informed of their obligations in relation to Child Safety. The Melbourne Girls Grammar Child Safety Statement is incorporated in the MGGS staff employment cycle from recruitment and reference checking to induction, 3 and 6 month review processes and regular staff training and professional development.</p> <p>Employment with Melbourne Girls Grammar is subject to school policies including the Child Safety Policy, Child Safety Code of Conduct and Child Safety Statement as listed below.</p> <p>Child Safety Statement: Melbourne Girls Grammar</p> <ul style="list-style-type: none">• has zero tolerance for child abuse• actively works to listen to and empower children• has systems to protect children from abuse, and will take all• allegations and concerns very seriously and responds to them consistently in line with the organisation's policies and procedures• is committed to promoting physical, emotional and cultural safety for all children• is committed to providing a safe environment for all children

To learn more about the history, vision, mission and values of Melbourne Girls Grammar, please visit <https://www.mggs.vic.edu.au/>