



MOUNT ALBERT GRAMMAR SCHOOL

Job Description

Premier Netball Coach

Responsible to: Headmaster through delegated authority to the Director of Sports

Functional Relationships with: Headmaster, Associate Principal (school operations), SLT, Director of Sport, Netball Academy Coaches, Netball Coaches, Netball Managers, Students, Auckland Netball Operations Manager, Parents, Auckland/Waitakere Netball Staff, Unitec and Universities, College Sport, Sponsors

Hours of Work: Depends on the background of the candidate

Work Hours:

To include but not strictly limited to:

- Week days during the school term and as required at the beginning and end of each school term.
- Saturdays as required by sport code.

Person Specification

Communication/People Skills

- Efficiently and promptly convey all communication to Director of Sport
- Easily establishes rapport with people from a wide variety of backgrounds
- Effectively builds and maintains long term networks and relationships

Technical Skills, Knowledge and Experience

- A strong background in netball as a player, coach and/or administrator

- Experience in managing people and implementing programmes
- Intermediate level of computer skills

Teamwork

- Builds and maintains effective working relationships
- A team leader with the ability to give clear direction to others
- Shares information readily

Work Organisation/Planning

- Self Motivated
- Excellent planner
- Able to report effectively both in written and oral form
- Work effectively and efficiently without supervision

Key Tasks

1. To assist netball coaches to ensure a strong foundation at all levels of netball.
2. Liaise with the Sports Department in relation to trials for all grades within the school.
3. Liaise with the Sports Department in relation to allocation of coaches and managers to all netball teams.
4. Liaise with the Finance Office to follow up payments of student netball fees.
5. Liaise with the Sports Department in relation to allocate umpires for Auckland Schools Competitions and all tournaments.
6. Liaise with the Sports Department in relation to registering teams for school's competition and match times.
7. Liaise with the Sports Department to register netball teams for the Auckland Combined Points Tournament
8. Keep abreast of new developments in netball at playing and coaching level.
9. Liaise with the Sports Department in relation to provide coaches, referees and students with information on coaching and umpiring courses.
10. Co-ordinate coaching programs for staff, students and parent helpers.
11. Liaise with the Sports Department in a timely manner in relation to results and prizegivings.
12. Liaise with the Sports Department to manage netball resources within the schools.
13. Support current school sponsors.
14. Liaise with the Sports Department to ensure that a player database is in place and that it is capable of tracking players' progress through the school.
15. Facilitate the delivery of Netball New Zealand programmes as directed by Auckland or Waitakere Netball.
16. Liaise with the Sports Department to operate all activities within budget and report regularly (in writing at least once a term), to the Mount Albert Grammar School Board of Trustees via the Director of Sport.
17. To work with netball staff in the development and promotion of all netball through the school.
18. Implement all programmes as agreed by the Headmaster.
19. Responsible for all expenditure as per agreed budgets.
20. Support our school wide sporting culture underpinned by The MAGS Way values.

Signed: _____
Premier Netball Coach

Date: _____

Signed: _____
Director of Sport on behalf of Mount Albert Grammar School

Date: _____