

POSITION DESCRIPTION

Position name	Head of Girls Football
Classification	Level 6, Instructional Services Grade 5 – Educational Services (Schools) General Staff Award 2020
Engagement	Fixed term, part-time contract (seasonal)
Line Manager	Director of Sport
Key Relationships	The role will liaise closely with all Football Coaches, student players and Parent Support Groups.

Our Mission:

Scotch College Adelaide is an ambitious and aspirational independent coeducational ELC – 12 College that exists to know, nurture and challenge all within its community.

We value courage, integrity, inclusivity and an unwavering focus on tomorrow in all that we do to prioritise extraordinary outcomes for the diverse student population entrusted to us. A Scotch education is grounded in a sophisticated understanding of ourselves and others; and it is our wellbeing promise that underpins our learning, character, co- curricular and service programs from ELC to Year 12.

Wellbeing is embedded in everything we do, and we want our staff to be:

- able to flourish be physically adept, mentally resilient, intrinsically motivated, highly skilled,
- practicing effective work life integration, and
- demonstrating an adaptive capability which will enable the College to confidently embrace disruption.

Position Objective:

The Head of Girls Football provides strategic, operational and cultural leadership of the Scotch College Girls Football program. The role is responsible for the quality, safety, consistency and reputation of the Girls Football program across the College, ensuring alignment with the College’s educational philosophy, wellbeing framework and sporting objectives. The Head of Girls Football is accountable to the Principal through the Director of Sport.

Position Overview:

The Head of Girls Football leads the planning, delivery and continuous improvement of the Girls Football program, including training, competition, coach development, player pathways and stakeholder engagement. The role balances hands-on presence at trainings and fixtures with programme design, administration and relationship management.

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📍 Carruth Road, Torrens Park SA 5062
PO Box 271, Mitcham SA 5062
☎ +61 8 8274 4333
✉ enquiries@scotch.sa.edu.au
🌐 www.scotch.sa.edu.au
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Key Responsibility Areas:

1. Program leadership and management

- Provide clear leadership and direction for the Girls Football program across the Torrens Park Campus.
- Develop and implement a coherent Girls Football philosophy aligned to the College's values, wellbeing framework and sporting strategy.
- Ensure the programme delivers positive educational, developmental and performance outcomes for students across all year levels.
- Plan, coordinate and oversee all aspects of the Girls Football program, including seasons, trials, team selections, training schedules, competitions and tours.
- Monitor program quality and effectiveness, using feedback and performance data to inform continuous improvement.

2. Coaching strategy, recruitment and development

- Recruit, induct and onboard Girls Football coaches, ensuring all compliance requirements are met (child protection, qualifications and certifications).
- Set clear expectations for coaches regarding conduct, professionalism, wellbeing and alignment with the College's coaching philosophy.
- Design and deliver a structured coach development framework, aligned to the Scotch Sport Coach Development Framework, including:
 - Clear coaching outcomes for each age group
 - Consistent tactical and technical approaches across the program
 - Agreed style of play and game principles
 - Sequential skill development across age groups
 - Shared drill libraries and session resources
 - Game review and reflection processes
- Provide regular observation, feedback and support to coaches to build capability and consistency.
- Identify and engage high-quality external coaches and specialists in collaboration with the Director of Sport.

3. Player development and pathways

- Oversee and coordinate fair, transparent and developmentally appropriate team selection processes.
- Support the holistic development of all Girls Football participants, balancing performance, enjoyment, learning and wellbeing.
- Identify and support representative and high-potential players through goal setting, mentoring and additional development opportunities.
- Create and maintain clear Girls Football pathways within the College and beyond school, including links to clubs, academies and representative opportunities.
- Promote inclusive participation while supporting excellence for students aspiring to higher levels of competition.

4. Competition, operations and administration

- Coordinate fixtures and competition logistics, may include umpire organisation in the IGGSA competitions
- Develop and manage training schedules in collaboration with the Sports Department and facility managers.
- Ensure timely, accurate communication of team lists, training details, fixtures and expectations to students, parents and coaches.
- Maintain appropriate records, documentation and compliance related to the Girls Football program.
- Attend trainings, matches, tournaments and tours as required to provide leadership, support and oversight.
- Oversee the effective use of Football facilities, ovals and equipment.

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- Identify resource needs and contribute to forward planning for facilities and equipment enhancement.
- Prepare, propose and manage the annual Girls Football budget in consultation with the Director of Sport.
- Monitor expenditure to ensure responsible use of resources and value for money.
- Identify opportunities to enhance programme quality within available resources.

5. Promotion, engagement and community relations

- Promote the College and its values through the Girls Football programme.
- Build strong relationships with students, parents and Parent Support Groups, including attending Parent Support Group Meetings.
- Develop and maintain links with South Australian Football clubs and relevant associations to support player and coach development.
- Facilitate visits, clinics or presentations from high-profile or specialist Girls Football figures where appropriate.
- Contribute to communications and publications, including match reports, website updates, press releases, season reviews and College publications.
- Assist with the planning and delivery of Girls Football events, including season launches and end-of-season presentations.

6. Work Health Safety and Wellbeing

- Take reasonable care for the health and safety of self and others involved in the Basketball programme.
- Actively promote student and staff wellbeing within all programme activities.
- Ensure risks are identified, managed and reported in line with College policies.
- Report all accidents, incidents and hazards promptly.
- Comply with all Scotch College WHS, child safety and wellbeing policies and procedures

Key Selection Criteria: Qualifications, Experience, Knowledge and Personal Attributes

Qualifications & Certifications

- A tertiary qualification in sports coaching is highly desirable
- Attainment and maintenance of a valid Working with Children Check (WWCC) is essential
- Attainment and maintenance of the 'Responding to Risk of Harm, Abuse and Neglect – Education and Care' (RRHAN-EC) certification at the Masterclass level is essential
- Attainment and maintenance of the 'HLTAID012 Provide First Aid in an Education and Care Setting' First Aid certification is essential.

Experience and knowledge

- Experience in sports program leadership or administration is highly desirable.
- Experience as a coach and/or high-performing athlete.
- Strong understanding of junior athlete development, wellbeing and school sport environments.

Personal attributes

- Demonstrated passion for education and the role of sport in the development of young people.
- Strong interpersonal skills with the ability to build trust and effective relationships with students, parents and colleagues.
- Excellent written and verbal communication skills.

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- High level of organisation, planning and attention to detail.
- Ability to work collaboratively and independently as required.
- Sound professional judgement and discretion when handling sensitive information.
- Competent use of Microsoft Office and related systems

Conditions of Employment:

- Out of usual business hours and weekend work is a requirement of this position.
- Must be eligible to work in Australia
- Must satisfy child protection screening and adhere to Scotch's Child Protection policy and procedures
- Position employed under the terms of the [Educational Services \(Schools\) General Staff Award 2020](#).

Finally

No position description can capture the complexity of tasks within a College. Therefore, this position description should not be limiting and some flexibility is required when using it for reference. There will be other tasks, not described above, that may be given to this position from time-to-time. The College commits to regularly review and update position descriptions to accurately reflect the contribution of employees.

This role will require some out of hours work. Scotch College respects employee's right to disconnect and will seek to communicate with the incumbent about the situations where out of hours contact is anticipated and discuss reasonable ways to minimize disruption to personal life.

Scotch College is a child-safe organisation and committed to the safety and wellbeing of children and young people. We undertake appropriate screening and suitability assessments to determine the commitment of applicants to supporting child safety and wellbeing values in practice.

Further, in applying for this role, you are asserting the accuracy and integrity of your application, including the full disclosure of any matter that may be inconsistent with the safety and wellbeing of young people, or bring the College into disrepute.

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