



**Position title:** Acting Head of Sport - Girls  
**Reporting to:** Director of Sport  
**Hire Type:** Full-time, Fixed Term, 12-month contract  
**Prepared:** June 2025

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### Overview

Mentone Grammar is a K-12 co-educational School. The School is an open-entry school, drawing student from local Bayside and surrounding suburbs. The School became co-educational in 2006 and adopted a unique Together-Apart-Together model of education, which has resulted in continual growth. The School has a strong philosophy of ensuring that students are happy, healthy, and high achieving.

### Values

**Respect** – We value other people and their thoughts and feelings. We listen to them, are truthful towards them and accept them as individuals.

**Caring** – We look after ourselves, our friends and our families. We support and encourage each other. We can care for everyone in some way.

**Resilience** – Whatever bad times we go through we can bounce back again. We can seek help to “let go” of what is stopping us from being “ourselves”.

**Service** – We work voluntarily to help others without expecting anything in return.

**Discipline** – We form good habits to help us achieve high standards. We have high standards of social behaviour, dress, time management and work ethic.

**Endeavour** – We strive to do well even if it's hard work. We have the courage to stand up for what we believe in.

**Integrity** – We know what is right and wrong and act accordingly. People can rely on us to do what is right.

### Primary Purpose of the Role

Sport has an integral role at Mentone Grammar with students provided the opportunity to participate in a wide range of sporting endeavours. Mentone Grammar is part of the Associated Grammar Schools of Victoria (AGSV) and Associated Public Schools (APS), along with the Cheltenham District and AGSV Primary for our primary students. Each weekend we have over 1700 students participating in our Saturday Sport program, and associated activities. This role is a full-time position responsible for all the operational aspects of the sporting program for girls. The position involves work outside of normal school hours (including at Saturday Sport Program) and some work during non-term time.

The Head of Sport - Girls will work closely with the Director of Sport, Head of Sport - Boys, Head Coaches, Team Coaches and students to ensure a strong and rigorous sporting program and culture across the School. The role will support the 5-year strategic vision of the program and ensure all operational aspects are managed to a high level.

### Balance of Functions

- Fixed Term
- Full Time
- Includes attending Saturday Sport Program and associated out of hours sports events
- No time in lieu



### Main Responsibilities

The following responsibilities are not exhaustive, nor necessarily in order of priority, but are indicative of the range and nature of the role.

- Inspiring young people to pursue their sporting interests and develop their skills, ability and wellbeing to a high level
- Oversee all operational aspects of the Girls Sport Program including, but not limited to coaching, fixturing, transport, equipment, selection, results, first aid and communication
- Develop relationships with external sporting associations (e.g. AGSV, APS) to enhance the Mentone Grammar sports program, reputation and its reach within the community
- Ensure students' sporting experience at training and in games, is of a consistently high quality
- Assist the Director of Sport to implement initiatives to identify and develop student talent in sports offered by the School
- Assist the Director of Sport to provide timely and accurate advice to the Principal regarding Scholarship applications
- Ensure consistent protocols, procedures and practices are followed within each team of each sport including team and captain selection, allocation of awards and promotion
- Coordinate all aspects of the Sports Awards Nights including promotion, Season Launches and Sports Dinners
- Attend, as required, the AGSV, APS sport meetings
- Ensure effective and timely communication to students, families and the school community

### Coaching

- Assist the Director of Sport to oversee the recruitment, appointment, induction, professional development and performance of all Head Coaches and Team Coaches to ensure they deliver high quality training sessions and match day coaching in line with Mentone Grammar's sporting philosophy and cognisant of Child Safe Standards
- Conduct and provide opportunities for the professional development of Head Coaches and Team Coaches including sessions on how to best coach children, adolescents, and young adults
- Attend Saturday Sport and all training sessions to provide leadership and feedback to coaches and students to enhance the school's sports program and to ensure the strategic direction and sequential continuity is being followed for each sport at each year level
- Ensure that coaches make students accountable for their attendance and commitment to the team
- Liaise with Deputy Heads of Campus regarding student attendance
- With the Head Coaches, develop and monitor sequential sports plans for each sport, outlining skill and tactical development across each year level
- Ensure effective coaching and mentoring of students within the sports programs
- Conduct timely and targeted feedback for sports coaches to ensure their skills remain up to date, including the production and distribution of coaching guides for their respective sports
- Implement appropriate Junior Development Program for strategically selected AGSV/ APS Sports
- Provide transitional data on each athlete to the coaches, based on information gathered from the previous season

### Administration

- Liaise regularly with parents and the wider community regarding the School's sports program
- Regular communication with the School community in matters of sport through Assemblies,
- daily notices, publications, Mentone Grammar app, the School's social media platform.
- Work with risk management and risk mitigation of sports venues in partnership with the Risk & Compliance team



- Work with the Risk & Compliance team to coordinate Incident response that occur during sport related activities
- Liaise with external providers to ensure that they deliver high quality services
- Ensure information in school systems, including Priava, MG Calendar, Mentone Grammar App (Via Clipboard) and Operoo, is up to date and accurate
- Oversee the fixturing of all AGSV, APS and other associated sports matches and training sessions across each season
- Coordinate house carnival events (swimming, cross country & athletics); delivery and evaluate in conjunction with Director of Sport, Heads of Campus and House Coordinators
- Collate weekly and seasonal results for submission to relative Association(s) and Sport Department and school Administration use including data and results
- Create, monitor and maintain advanced exemption data inputs and student illness links for Saturday sport
- Coordinate the collation of absentee information, from training and games, for use by Sport Department and Campus offices, including longitudinal season tracking to identify issues
- In conjunction with the Deputy Heads of Campus issues attendance detentions as needed
- Coordinate all Sport and event day catering, using both internal and external suppliers
- Book and confirm all bus (or alternate) transport for all sport related excursions outside of training and season fixtures
- Oversee and acquisition, preparation and maintenance of all sporting equipment

### Occupational Health & Safety Responsibilities

- Cooperating with others in relation to actions taken by the School to comply with Occupational Health and Safety legislation
- Reporting hazards and incidents
- Participating in relevant training and induction sessions
- Taking reasonable care for your own and your colleagues' health and safety

### Other Duties

- Perform various other duties as requested by your manager and / or the School

### Key Relationships

Director of Sport	Principal
Head of Sport - Boys	Deputy Principal
Heads of Campus	Property Manager
Head(s) of Health and PE	Risk and Compliance Manager
Facilities Manager	Finance Manager
Community sporting groups, including VIS, AGSV, APS and Coaching Associations	

### Experience, Knowledge & Skills

- Experience in leading a sports program and developing coaches
- A strong commitment to, and understanding of, the importance of school sport (both competitive and recreational) in the development and education of school students
- Excellent planning and organisational skills
- Effective leadership and coaching skills
- An ability to develop positive, empathetic, collaborative relationships with a diverse range of internal and external stakeholders
- Well-developed written and verbal communication skills
- A flexible attitude and the ability to adapt to a dynamic and changing school environment
- Absolute discretion when dealing with confidential information



- Experience in the recruitment, induction, mentoring and performance management of sports staff
- Commitment to continued professional and personal development of self and coaches
- Proficient in the use of computers, Microsoft Office programs, email, internet and school social media platforms
- Experience in collating, interpreting and reporting on Sports Department data and data trends
- Polished communication skills with a high attention to detail
- Good sense of humour and a team player who is willing to contribute to the broader life of the school

### Qualifications

#### Required

- Bachelor of Business Sports Management and/or Diploma in Sport Administration
- Current Employee Working with Children Check
- Relevant sports coaching qualifications and experience would be highly advantageous
- Other qualifications and training specific to their individual duties e.g. First Aid Certificate, CPR, Anaphylaxis, Mandatory Reporting and Child Safety
- National Crime Check

### Competencies, Behaviours & Attributes

- Possess a positive outlook, exceptional interpersonal skills and high emotional intelligence with demonstrated ability to build authentic, collaborative and productive relationships
- Accountable for their work and their actions and have a high concern for the quality of their own work, reflected in a sense of urgency and a high attention to accuracy and detail
- Effective conflict resolution and negotiation skills
- Ability to take initiative within prescribed limits
- Ability to deal with people with tact and diplomacy
- Ability to establish and maintain positive working relationships both internally and externally
- Ability to perform under pressure
- Ensure adherence to all School policies, procedures and the organisational goals, values and principles
- Ensure the appropriate care and use of School assets and equipment at all times
- Positively and actively demonstrate the School's workplace values

### Mentone Grammar Policies: Risk Management, Occupational Health and Safety and Child Safety

Staff are expected to:

- Adhere to and implement all working practices and procedures in accordance with Mentone Grammar School's Risk Management and Occupational Health and Safety Policies
- Monitor and take full care of health and safety of self and others within area of responsibility
- Participate, where required, in the resolution of safety issues
- Ensure familiarity and compliance with the School's Child Safe Policy, Code of Conduct and Procedures.

### Child Safe Standards

**Mentone Grammar has a zero-tolerance policy for child abuse and is committed to promoting child safety, children's wellbeing and protecting children from abuse.**

- Mentone Grammar (the School) is committed to protecting its students from all aspects of harm, and has established strategies, practices, policies, and procedures to uphold this public commitment.
- The School takes a zero-tolerance approach to any behaviours that jeopardise student safety and wellbeing (including child abuse and reportable conduct). The School regards its student safety responsibilities with the utmost importance and strives to deliver an educational curriculum that



promotes the School's ethos, vision, and values of Caring, Respect, Integrity, Endeavour, Service, Discipline and Resilience.

- All members of our Community must comply with Mentone Grammar's Student Safety and Protection Policy and Procedures and its associated policies. The policies were developed in accordance with Ministerial Order No. 1359 – Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Schools and Boarding Premises.

Mentone Grammar Policies can be found at: [www.mentonegrammar.net/policies](http://www.mentonegrammar.net/policies)

### Disclaimer

The Principal reserves the right to modify the recruitment process based on the needs of Mentone Grammar. The purpose of this description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform other work duties not specifically listed herein. Mentone Grammar School reserves the right to modify this job description in consultation with the incumbent from time to time depending on the operational needs and requirements of the School.