



<b>Title</b>	<b>Head of Cricket</b>
<b>Department</b>	Sport
<b>Reporting</b>	Head of Sports Performance & Head of Sport
<b>Location</b>	Senior School, Kew

## POSITION DESCRIPTION

### Our Intent:

At Xavier College, our aim is human excellence. We strive to form exceptional graduates through inspiring learning experiences and our distinct Jesuit character.

### About the Position:

Cricket is an integral summer sport at Xavier College, with a long and proud history underpinned by student participation and team performance across both our junior and senior schools. The school aims to provide a cricket program that enables students to balance their sporting and school commitments, with a focus on student enjoyment and engagement.

Xavier College is looking for an experienced Head of Cricket. The Head of Cricket is required to oversee the coaching, training program and structure for the XC cricket program across both our participation orientated and performance focused teams at the senior school (year 7-12). As such, the Head of Cricket needs to support a wide range of teams, year levels and aspirations. These roles and responsibilities include but are not limited to:

### Roles & Responsibilities:

- Work with the sports department to promote cricket within the school.
- Develop an age-appropriate sequential coaching and skill development program.
- Ensure that the cricket program is at the forefront of required change and innovation to maximise student engagement, student participation and performance outcomes.
- In conjunction with the sports department, oversee the coach recruitment and coach education.
- Oversee training sessions and games to support and provide guidance to coaches, students, team managers and coordinators.
- Ensure that competency based, and age-appropriate training plans and programs are devised and adhered to for teams.
- Plan, organise and deliver coach induction and education workshops for external coaches and teaching staff to increase coaching competency and capacity.
- Actively participate in the identification of cricket talent from years 7 to 12.
- Ensure that team selection is completed and uploaded to Clipboard after each team's final training session. This is assisted by the year level coordinator and/or manager.
- In conjunction with sports department staff, develop and implement pre-season and holiday training programs and game scenario structures for all teams and cricketers.
- Ensure clear and effective communication is provided to students pertaining to team selection.

- Help to facilitate appropriate feedback from coaches, managers and year level coordinators to students who have moved teams and training squads.
- Ensure that attendance is being collected and non-attendance is being followed up.
- When required, liaise with parents to source match day support and provide clarity regarding team selection and general information.
- Create an annual report of the cricket program for the Head of Sports Performance and Head of Sport.

### Core Duties and Responsibilities:

<b>Coaching</b>	<p>Hours of work will be advised by the Sport Department. Responsibilities include, but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• Be a committed member of the Xavier Sport Department: <ul style="list-style-type: none"> <li>○ Attend select cricket training sessions and matches as required to accommodate the needs of the broader cricket program.</li> <li>○ Plan, organise and deliver coach induction and education workshops for external coaches and teaching staff to increase coaching competency and capacity.</li> <li>○ Plan, prepare and deliver engaging cricket sessions to cultivate participation, enjoyment and performance.</li> <li>○ Attend all Coach Induction and Coaching Professional Development sessions as required.</li> </ul> </li> <li>• Deliver an engaging sport program via: <ul style="list-style-type: none"> <li>○ Providing positive encouragement and constructive feedback.</li> <li>○ Developing specific technical and tactical cricket skills.</li> </ul> </li> <li>• Monitor student engagement within your sport team at training and matches: <ul style="list-style-type: none"> <li>○ Keep accurate records of student attendance.</li> <li>○ Oversee squad and team selection for in-season squad and fixtured sport matches.</li> </ul> </li> <li>• Ensure safety and care of students within your sporting environment: <ul style="list-style-type: none"> <li>○ Manage the standards and expectations of students' behaviour within the cricket program.</li> <li>○ Comply with all risk and safety protocols.</li> </ul> </li> <li>• Embody the shared intent and values of the Xavier College Sport Program within your coaching practice. Act in the interests of Xavier College at all times.</li> </ul>
<b>Program Development</b>	<p>Tasks relate to the specific sport you work within:</p> <ul style="list-style-type: none"> <li>• Provide specific input into the development of a cohesive and sequential cricket program that enhances key objectives and competencies for athletes and coaches.</li> <li>• Collaborate with relevant coaches and sport department staff to collate and structure a framework for training and competition.</li> <li>• In collaboration with the relevant coaches and sport department staff engage in coach planning and review workshops.</li> <li>• Provide specific feedback and advice on the development of performance-oriented structures and behaviours within the program.</li> <li>• Initiate and implement opportunities for development through training camps, clinics, and competition.</li> <li>• Identify and instill integral values to positively influence the overall culture of the program and enhance the character and mindset of all whom engage in it.</li> </ul>

<b>Child Safety</b>	<ul style="list-style-type: none"> <li>• Have knowledge of the relevant laws, and the school's Code of Conduct, Child Safety and Protection Policy and Mandatory Reporting Policy, and comply with all requirements.</li> <li>• Read and formally acknowledge acceptance of the school's Code of Conduct for staff.</li> <li>• Take all reasonable steps to protect children from abuse.</li> <li>• Fulfil their obligations as mandatory reporters including reporting to external authorities where applicable.</li> <li>• Report any reasonable belief that a child's safety is at risk to the Head of Sport, relevant Head of School or Principal.</li> </ul>
<b>Occupational Health and Safety</b>	<ul style="list-style-type: none"> <li>• Comply with Victorian OHS legislation and Xavier College OHS policies and procedures.</li> <li>• Perform duties in a safe manner without risk to his/her own health and safety, or the health and safety of others including, but not limited to students, other staff, contractors, volunteers and visitors.</li> <li>• Report any hazard, incident, injury or illness as soon as practicable.</li> <li>• Make OHS a priority, by completing, or contributing to, required risk management plans whilst undertaking tasks in the school's operations.</li> <li>• Monitor weather and environmental conditions for potential hazards and safety issues and report to HoSP. This may include changing the training session or location with approval.</li> </ul>

### Key Performance Indicators and Selection Criteria

- Punctuality and attendance.
- Perform duties to the required standard: competence, conscience, compassion, and commitment.
- Presentation, attitude and respect.
- Communication with students, staff, and school community.
- Adherence to and following procedures and safe work practices.
- Demonstrate improved performance capability for students and coaches under your guidance.
- A commitment to educating children, working in and contributing to the ethos of a Jesuit school.
- Demonstrated ability to act with and foster collaboration and effective teamwork.
- Demonstrated knowledge and adherence to child safety, the Child Safe Standards and the provision of an exceptional culture of child safety.
- Well-developed people management skills coupled with positive communication and interpersonal skills.
- Ability to work in a dynamic environment that requires self-direction, team orientation and the ability to effectively handle pressure in a manner consistent with Ignatian values.

### Essential Requirement

- Previous experience coordinating a cricket program at a high or elite level.
- Cricket Australia coaching accreditation.

### Compliance Requirements:

- Working With Children Check 'E' card.
- Australian Childhood Foundation "Safeguarding Children" and all child safety requirements.
- DET Mandatory Reporting and Other Obligations Training (annual update)
- Australian Jesuits Code of Conduct and acceptance of the Code (on appointment)
- First Aid accreditation including CPR, Anaphylaxis, Asthma Management.

## Additional Information

- The successful applicant may be required to work outside of regular hours to manage unforeseen administrative tasks, last-minute logistical changes, or urgent athlete matters.
- The exact nature of this role (i.e. casual or part-time or teacher co-curricular) is dependent on the status, experience, skill set and qualifications of the successful applicant.
- The College reserves the right to adjust the position description as required to meet program and institutional needs. Working hours will be determined by the sports department in consultation with the successful candidate.

## Terms and Conditions:

**Reporting Line:** Head of Sports Performance and Head of Sport  
All staff are responsible to the Principal and Rector

**Tenure:** As per contract

**Location:** Senior School, Kew

All other terms and conditions as per the Xavier College Enterprise Agreement 2023.

## Appendix A

### Leadership through Our Pillars

Our Intent at Xavier, highlighted in our Strategic Plan, is developed through seven Pillars: Our Jesuit Identity, Our Inspiring Learning, Our Student Life, Our Xavier Family, Our Professional Expertise, Our Operational Excellence, and Our Global Engagement. Each have core Values and Priorities that direct and drive our ongoing actions. It is essential that these actions demonstrate alignment across the College, and that individual actions similarly align with values and priorities and identified actions across each of the Pillars. This is essential for leaders at the College, and that they speak purposefully and powerfully to these key pillars of action through their lived experience.

As a member of staff of the College should consistently display effective leadership traits.

At Xavier, we have identified 6 traits:

- **Through Christ and Ignatius**  
*Christ-centred and driven for the Ignatian ideals of competence, conscience, compassion and commitment.*
- **Aspire high and dig deep.**  
*Leading high standards and aspirational for the magis, self and team*
- **Lead for person, team and mission.**  
*Distributive in leadership and respectful custodian of the tension between ‘cura personalis’ and ‘cura apostolica’*
- **Host conversations with candour.**  
*Collaborative and collegial, ensuring candour in quality conversation.*
- **Attend to process, solutions and outcomes.**  
*Attentive to process, solutions and outcomes*
- **Pursue the possible**  
*Agents of growth, fostering a community that supports ideas, innovation, divergent thinking and the pursuit of the possible*