



Position Description

Debating Co-ordinator

Roseville College is an established, respected independent day school for girls in Kindergarten to Year 12, centrally located in Roseville on Sydney's North Shore since 1908. Ours is a learning community where girls and staff are truly known, and where every individual is valued. Our vision, to raise future-ready women who lead proficiently with strong character, is underpinned by the Christian faith.

The Roseville College staff comprises visionaries, innovators, pioneers and co-learners, who appreciate this as a meaningful, inspiring and progressive workplace where they are enriched, equipped and empowered for a fulfilling career and to make a positive impact on student generations.

Broad objective

Roseville College competes in the ISDA, Archdale & SDN competitions. The Debating Co-ordinator plays a significant role in supporting the coaches in developing and implementing training and coaching strategies. These strategies are designed to grow each individual and team in their skills and abilities, within the Roseville College debating program. The Debating Co-ordinator works closely with the Head of Co-curricular Learning and Outdoor Education and leads the team of Debating coaches to ensure excellence, engagement and inclusion, where the wellbeing of each student is at the forefront.

Key relationships

Head of Co-Curricular Learning and Outdoor Education

Director of Academic Operations

Deputy Principal

Reports to

Head of Co-Curricular Learning and Outdoor Education

Direct reports

Debating Coaches



Debating Co-ordinator

Key responsibilities

Debating Leadership, Growth and Excellence:

- Develop and mentor students to reach their full potential as debaters and young people across K-12.
- Lead the trial and selection process in an inclusive and fair fashion.
- Provide analysis and improvement strategies to the debating program.
- Develop and maintain high expectations of student behaviour and participation – in attendance, punctuality, uniform and manner.
- Develop matrix of skills to develop each student, providing feedback and goals for growth.
- Create a culture of rigor, commitment, excellence and generosity for those in debating.
- Lead a culture of inclusion and excellence amongst teams and with coaches.

Team Leadership

- Aid in the recruitment and induction of debating coaches.
- Train coaches in expectations and vision of Roseville Debating.
- Lead the team of Debating Coaches in adhering to the College guidelines, policies and procedures.
- Ensure adherence to child protection policy.
- Ensure staff attendance at all training and competitions.
- Develop coaches based on deep understanding of adjudication and the art of debating.

General

- Support the mission and values of the College.
- Work collaboratively with all members of the Roseville College community, including regular communication and interaction with parents.
- Communicate results, draws etc to executive team to encourage attendance and support.
- Represent Roseville College in the wider community at meetings including the Independent Schools Debating Association (ISDA), AHIGS (Archdale) & Schools Debating Network (SDN) with professionalism, care and empathy.
- Contribute to organization committees of the various competitions, as required.
- Maintain the highest professional standard and reputation of Roseville College and debating at Roseville.
- Produce regular communications to be published in the College Newsletter.
- Keep thorough records.
- Complete College incident reports when appropriate as outlined during induction.
- Coordinate catering, as required.
- Ensure personal safety and the safety of colleagues, students and visitors by complying with the WHS policy.
- Ensure accurate timesheets are submitted for coaches on a fortnightly basis.

Additional Responsibilities

- Fulfil the requirements of this position description and other duties as reasonably required from time to time.
- Consistently uphold Roseville College's values and comply with all school policies and procedures.

Roseville College is proudly a Child Safe Organisation, putting the best interests of children and young people first. All appointments at Roseville College are subject to Child Protection Legislation.

Roseville College 27 Bancroft Avenue Roseville NSW 2069 rosevillecollege.com



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- Any other ad hoc requests per the needs of the College or at the request of the Principal or delegates.

Child Safety

- Uphold the highest standard of child safety culture and awareness.
- Report all concerns regarding the safety of our students to the Principal or their delegate, in accordance with the College's child protection policies.
- Develop and maintain a thorough understanding of child protection obligations by reviewing the College's child protection policies and completing mandatory induction and ongoing training.

Risk and Compliance

- Adhere to the College's policies and procedures, importantly the Critical Incident Management Plan, Work Health and Safety (WH&S), code of conduct, child safety and emergency response practices.
- Consistently uphold Roseville College's values and comply with all school policies and procedures.

Essential attributes

- Actively supportive of the Christian mission and values of the College.
- Ability to lead and work in a team.
- Demonstrated integrity, commitment and ability in a similar role.
- Ability to organise and run events.
- Ability to manage the work flow and proactively resolve issues in an efficient manner.
- Highly organised with excellent attention to detail with the ability to identify priorities.
- Exceptional interpersonal & communication skills.
- Leadership, coaching & supporting abilities.
- Collegial and collaborative.
- Attention to detail.
- Approachable.