



KINROSS WOLAROI
— SCHOOL —

MIC Rugby

Candidate information pack

Closing Date: 31 August 2025

August 2025



About Kinross Wolaroi School

Kinross Wolaroi School is a co-educational, independent day & boarding school of the Uniting Church. The School has a proud tradition of educating young people in its regional context and has been doing so for more than 140 years.

With a strong history of excellent academic results along with a diverse co-curricular program, Kinross Wolaroi School is a non-selective school with over 1,000 students (including more than 330 boarders in Years 7 to 12), located in the regional centre of Orange, NSW. We firmly believe that the enjoyment of learning and the wellbeing of our students are paramount. Our students learn to think independently and develop a sense of authenticity that will be valuable in a world that is constantly evolving.

The School has two main campuses. The main campus, called *Wolaroi*, is a picturesque campus of 20 hectares and accommodates the main teaching facilities as well as the boarding facilities for boys boarding. A second campus, called *PLC*, is located approximately five kilometres west of the main campus (on the opposite side of the city of Orange) and houses the girls' boarding facilities, a number of staff residences, a recreation and examination centre, an outdoor swimming pool and playing fields.

All classroom activities (the normal school day activities) for all students enrolled in Pre-K to Year 12 occur on the Wolaroi Campus. The main campus also includes a performance theatre, an auditorium, a sports complex including gymnasium and indoor swimming facilities, a medical centre as well as five playing fields.

For more information on our School, please visit www.kws.nsw.edu.au.



POSITION OBJECTIVES & RESPONSIBILITIES

The Head of Rugby at Kinross Wolaroi School is a strategic and developmental leadership role that oversees the female and male Rugby programs across all age groups. This role supports the School's holistic educational vision, aiming to develop capable, resilient young people through the values of character, care and competition.

The Rugby program competes in:

- The ISA (Independent Sporting Association) competition for boys (all age groups)
- The Canberra regional competition for girls (U14, U16, and Opens)

This dual focus requires a leader with strong interpersonal, organisational, and coaching skills to coordinate inclusive, developmentally appropriate programs with equal commitment to both pathways.

The MIC Rugby can expect to liaise with:

- Principal
 - Heads of Boarding Houses
 - Heads of Department
 - External organisations including other schools
 - Executive Director, Corporate & Governance
 - Staff
 - Students
 - Parents
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POSITION DESCRIPTION

Duties related to the position include, but are not limited to the following:

Key Word	Duties
Strategic Vision and Program Leadership	<ul style="list-style-type: none">• Design and lead a comprehensive, inclusive, and developmentally appropriate Rugby program for boys and girls from Years 7–12.• Promote a culture of pride, enjoyment, effort, and respect, while fostering personal growth and athletic excellence.• Align the Rugby program with Kinross Wolaroi's educational values and student wellbeing initiatives.• Establish development and representative pathways that balance high-performance outcomes with broad participation.• Collaborate with the Head of Strength and Conditioning to align physical preparation with rugby's technical and tactical demands, including periodised training plans and integration of S&C benchmarks into player development.• Ensure clear and consistent communication between coaching and S&C staff to optimise athlete workload, recovery, performance, and injury management.
Coaching Leadership and Development	<ul style="list-style-type: none">• Recruit, mentor, and manage a team of Rugby coaches for both female and male programs.• Design, implement, and uphold a unified, scaffolded KWS style of play' across all teams and age levels, from juniors to seniors.• Play an active coaching role, especially with flagship teams.• Provide professional learning and support for all coaching staff.
Student Engagement and Wellbeing	<ul style="list-style-type: none">• Foster an inclusive environment that values all players regardless of ability.• Collaborate with academic and pastoral staff to ensure Rugby complements students' development.• Champion injury prevention, positive sporting behaviours and student mental health. Including positive 'return to play' procedures



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Operations and Program Administration	<ul style="list-style-type: none">• Manage scheduling, logistics, equipment, team selections and fixtures, organise referees and officials.• Coordinate and attend biennial Rugby tours, holiday clinics, training camps and events.• Work closely with the Head of Sport to manage Rugby budgets effectively• Oversee communication with families, students and staff.
Community and Stakeholder Engagement	<ul style="list-style-type: none">• Serve as the face of Rugby at KWS to students, staff, families, and alumni.• Build partnerships with ISA, ACT Rugby competition stakeholders, and regional clubs.• Promote student development opportunities beyond the School environment.
Risk Management and Safety	<ul style="list-style-type: none">• Uphold the highest WHS standards across all training and competition venues.• Conduct risk assessments, incident reporting and equipment safety checks.

Professional Review

This position description as outlined above is intended as a framework for professional review. The School reserves the right to alter roles and responsibilities requirements as required.

Reporting

In all matters concerning their employment, all employees are ultimately responsible to the Principal. However, in relation to this role, for practical purposes these functions are delegated to the Executive Director, Corporate & Governance. For day-to-day operational matters the position will be responsive to the directions of the Head of Sport (the Supervisor).



SELECTION CRITERIA

General Expectations for staff at Kinross Wolaroi School:

- Support for the culture of an Independent Uniting Church School is an essential prerequisite for all employees, including a willingness to support the Mission, Vision and Values for the School.
- Serve as good ambassadors of the School. This includes conducting oneself in accordance with the professional standards of the School, including being well-groomed and professionally attire.
- Take an active interest in the general life of the School – supporting policies, procedures, aims and objectives to facilitate the day-to-day operation of, and promote a high quality of education within, the School.
- Attend staff meetings and training when required.
- Ensure all students and parents are provided with a quality service in a timely, efficient, and friendly manner.
- Maintain professional confidentiality concerning information about staff and/or students and their families.
- Act as a member of a team, developing and supporting the philosophy and ethos of the team.
- Ensure that all documents are prepared and presented in accordance with the School's *Style Guide*.

Essential Knowledge, Skills and Attributes

- Strong service orientation and excellent interpersonal/relationship management skills and ability to engender trust.
 - Ability to be self-directed, as well as succeed and thrive in a collaborative team environment.
 - Excellent problem solving, organisational and time management skills.
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Desirable Professional Criteria

- Qualified and registered secondary school teacher, or eligible for accreditation. This position may include a teaching load for the right candidate.
- Applicants without teaching qualifications are still encouraged to apply. The role may be structured into a full-time position through additional summer sport commitments.
- Demonstrated experience leading male and/or female Rugby programs in a school or club setting.
- Strong coaching background with the ability to lead and inspire both staff and students.
- Visionary leadership, strong communication skills, with an ability to lead, inspire and motivate others.
- Commitment to student wellbeing, character development, and a positive Rugby culture.

Working with Children Clearance

The *Child Protection (Working with Children) Act 2012* (NSW) applies for anyone working in child related employment. It is expected that a verified Working Children's Check Clearance will be provided before commencement of duty for any role at the School and that the employee will ensure this clearance is maintained and updated as required whilst ever employed at KWS.

Workplace Health & Safety

- Be informed of and comply with WHS legislative and associated requirements (as employer makes information available, employee is to take steps to understand how it applies to self).
 - Observe Kinross Wolaroi School WHS Protocol.
 - Identify WHS information and training needs for self.
 - Be involved in WHS projects according to priorities set by consultative processes and management direction.
 - Comply with WHS initiatives as directed and agreed with management and consultative processes.
 - Comply with safe work procedures as instructed by supervisor or manager.
 - Comply with legal and reasonable instructions from employer representatives.
 - Report all hazards, accidents and incidents to your supervisor and comply with WHS committee recommendations.
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APPOINTMENT CONDITIONS

Employment will be offered a permanent position commencing by negotiation.

Employment will be offered subject to a period of probation, defined as six months in accordance with the *Fair Work Act 2009* (Cth).

The terms of employment are governed by the *Independent Schools NSW (Professional and Operational Staff) Cooperative Multi-Enterprise Agreement 2025* (CMEA) as it applies from time to time, or any industrial instrument that replaces the MEA. The Rugby Coach salary package will be dependant upon the successful candidate's experience and qualification.

Comprehensive terms and conditions of appointment will be the subject of a separate employment agreement.

Right to Work in Australia

Kinross Wolaroi School is not in a position to sponsor entry into Australia. In applying for an Australian based position you will be expected to already have a valid Australian work permit (permanent residency or applicable work visa). Information on Australian visas and working entitlements are available from the Department of Immigration.

APPLICATION

To make a confidential enquiry about the position, please contact the Human Resources Department on recruitment@kws.nsw.edu.au.

To apply for this exciting role, please submit the following to recruitment@kws.nsw.edu.au:

- **A cover letter** outlining your overall suitability for the position, including insights into who you are and what you have achieved during your career. Please ensure your cover letter addresses the Essential Knowledge, Skills and Attributes as well as the Desirable Professional Criteria.
- **A Curriculum Vitae (CV)** clearly outlining your qualifications (including the institution and the date completed), career history, WWC accreditation, and current contact details.

Please include at least two referees at the end of your CV with their name, current position and contact details.

Referees will not be contacted without your prior agreement.

Preferred applicants will be screened in accordance with Child Protection legislation.
