

POSITION DESCRIPTION

POSITION TITLE:	Head of Rowing
RESPONSIBLE TO:	Director of Sport
REPORTS TO:	Girls and Boys Sport Coordinators
OVERVIEW:	<p>St Peters Lutheran College (St Peters) girls rowing program competes in the Brisbane Schoolgirls Rowing Association (BSRA).</p> <p>The boys rowing program competes in the Gold Coast All Schools Rowing Association (GCASRA).</p> <p>The Head of Rowing works to develop, manage and run the Rowing Program within the St Peters Sporting Program. The Head of Rowing role oversees the management and implementation of the rowing training structure with all Rowing Coaches.</p>
MAIN OBJECTIVES:	To actively support the mission and values of the College in developing and mentoring our students to reach their full potential as athletes and young people. This requires an excellent ability to work collaboratively with all members of the St Peters Sports Program, to create the best opportunity for students to experience a successful and enjoyable experience in Rowing.
DUTIES AND RESPONSIBILITIES:	<p>The duties and responsibilities of this position are as follows:</p> <ul style="list-style-type: none"> • To implement the strategic management of the Years 8-12 Rowing Program of the College. • To continue to grow the Rowing community values and expectations that align with the College Ethos. • To lead the efficient and effective operation of the St Peters Rowing Program, and facilitate constructive channels of communication with rowers, coaches, parents and staff. • To lead, in conjunction with the Human Resources Department, the recruitment, induction, development and appraisal of quality Rowing Coaches. • To implement professional development of staff and coaches involved in the Rowing Program. • Proactively communicate the calendar of events, camps, regattas and interstate trips to the St Peters Community. • Create and implement a training program for all year groups with a focus on continuous development for athletes. • Assist Rowing Coaches with crew selections.

	<ul style="list-style-type: none"> • Contribute to the planning and organisation of Rowing fundraising events and functions. • Lead and maintain positive relationships with the relevant parties associated with St Peters Rowing, including the Rowing Parent Support Group (PSG) and Rowing QLD/Australia staff. • Attend Parent Support Group Meetings as the St Peters Representative and help guide their activities to help promote the program and raise funds. • To represent St Peters Rowing in the wider community including at the Brisbane School Girl Rowing Association and the Gold Coast All Schools Rowing Association meetings/functions. • In consultation with the Director of Sport, source and purchase equipment for the St Peters Rowing Program. • Manage the St Peters boat fleet and organise any repairs or maintenance as required. • Organise food requirements and transportation for Rowers for training and camps/regattas. • Attend training sessions and oversee the running of St Peters boatshed. • Maintain an organized, clean and tidy boatshed. • Book any facilities required for training, camps, tours or regattas. • In consultation with the Girls Sport Coordinator, plan, organise and facilitate the St Peters Rowing Camp and communicate this to the St Peters community. • Adhere to all work health safety regulations in line with legislative requirements (as detailed below). • To ensure an accurate record of rower attendance for regattas and sessions and inform coaches of any health related issues with the athletes. • Attend BSRA and GCASRA Regattas and also attend QLD State School Rowing Championships (if St Peters students qualify) • In consultation with the Director of Sport and the PSG, organise the Annual Rowing Lunch at the conclusion of the season. • After season, conduct annual review for the Director of Sport. • Other duties as determined by the Director of Sport and/or Girls Sport Coordinator.
<p>WORKPLACE HEALTH & SAFETY:</p>	<p>Workplace Health & Safety duties:</p> <ul style="list-style-type: none"> • The Head of Rowing is accountable for the day to day control of their respective area of operations with regard to Workplace Health and Safety. • In addition to the mandatory duties and obligations imposed by the statutory requirements, the Head of Rowing must be familiar

	<p>with the <i>Work Health and Safety Act 2011</i> and the policies and procedures associated therewith.</p> <ul style="list-style-type: none"> • The Head of Rowing must ensure that no employee is required to undertake a task without adequate safety instructions and job specific training, reporting all hazards and staff/student incidents to the Quality Assurance/WHS Department.
<p>SELECTION CRITERIA:</p>	<p><i>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate:</i></p> <p>SC1 - Qualifications and experience</p> <ul style="list-style-type: none"> - Level 2 National Coaching Accreditation or higher - Demonstrated experience in a similar role - Knowledge of Rowing programs - Ability to oversee and implement a Rowing training program designed in accordance with relevant Rowing training methodology and training principles - Thorough understanding of the requirements and motivators of school aged athletes and coaches - Demonstrated skills and proven success in coaching and developing junior Rowers - Current First Aid Certificate - Current Blue Card or Qld Teacher Registration. <p>SC2 – Leadership experience</p> <ul style="list-style-type: none"> - Proven leadership and decision making skills, excellent interpersonal and written and verbal communication skills - Demonstrated ability to develop, manage and lead a school Rowing program including coach mentoring and assistance. <p>SC3 - Strong organizational and planning skills complemented by attention to detail.</p> <p>SC4 – Financial experience</p> <ul style="list-style-type: none"> - Demonstrated ability to plan and manage a budget within a school sporting context - Demonstrated ability to plan strategically, to monitor and evaluate Rowing programs and to prepare and implement a program budget. <p>SC5 – Demonstrated ability in the management of relationships and working collaboratively with others and direct Supervisor.</p>

	<p>SC6 – Demonstrated personal integrity and commitment to the position and further development and a willingness to support the Christian Ethos of the College.</p>
HOURS OF DUTY:	<ul style="list-style-type: none"> • Tasks are required all year round for BSRA and GCASRA. • Training sessions can occur four-five mornings a week before school and four afternoons a week after school. • Morning training will generally run from 5am – 7.15am • Afternoon training 3.30pm – 5.45pm. • In Term 2, Saturday morning training can run from 5am – Midday. • There is a one week Rowing Camp for BSRA rowers in the June/July holidays. • There are a number of Saturday regattas during the Term 3 regatta season for BSRA and in Term 2 for the GCASRA.
TERMS & CONDITIONS:	<p>Salary - To be confirmed <i>(dependent on qualifications, experience and teaching/non-teaching requirements of successful applicant)</i></p> <p>Tenure – Three Year Period</p> <p>Terms – Please refer to the Lutheran Schools Enterprise Bargaining Agreement.</p>
LOCATION:	<p>St Peters Lutheran College 66 Harts Road Indooroopilly Qld 4068.</p>

Please note that this Position Description:

- can alter with changes in the roles and responsibilities of the position
- will be used as a framework for appraisal.

Applicants are expected to support the Christian ethos of this Lutheran College and to demonstrate courtesy, co-operation and teamwork with fellow members of staff.

DATE WRITTEN/LAST REVIEWED: 04/09/2017