

# Head of Rowing



**LORETO  
COLLEGE**

**Marryatville, South Australia**

**[www.loreto.sa.edu.au](http://www.loreto.sa.edu.au)**

<b>Role</b>	<b>Head of Rowing – Years 10-12</b>
<b>Position</b>	Positions are for Years 7 -9 and Years 10 – 12. Head of Rowing holding these positions may be required to take on different year groups every two years at the request of the Principal
<b>Employment Status</b>	Permanent full-time 1.0 FTE (hours of work will be 37.5 hours per week, averaged over 12 months each year for the duration of your employment in accordance with Clause 99.2 of the SA Catholic Schools EA 2020 and in accordance with your letter of appointment)  <i>The Head of Rowing will be required to attend rowing training, regattas in the rowing season in Term 1 and Term 4, Head of the River, rowing camps and other rowing events</i>
<b>Commencement Date</b>	12 August 2024
<b>Classification</b>	Education Support Officer Curriculum Stream Grade 6 Year 1
<b>Responsible to</b>	Director of Sport and Sport Performance

## About Loreto

The Mission Statement for Loreto Schools of Australia states:

*A vigorous belief in the capacity and responsibility of women to contribute significantly to society and to the church underlies the emphasis in our tradition on the education of girls.*

*It builds on Mary Ward’s conviction that ‘women in time to come will do much’ and is inspired by her independence of spirit, her strength of mind, her tenacity and her courage in breaking new ground. Yet, for all her passion to redress an imbalance, her fundamental belief was that men and women alike found their deepest truth and ultimate value in God. There is still an urgent need today to recreate the vision of what it is to be fully human, for men as well as women. It is therefore our task to educate beyond the stereotypes. It is our hope that those involved in our schools will act freely, courageously and in a spirit of collaboration to affirm the dignity of each individual and to further the cause of human rights.*

*This is our vision: that Loreto schools offer a Catholic education which liberates, empowers and motivates students to use their individual gifts with confidence, creativity and generosity in loving and responsible service.*

All Loreto schools in Australia share the same set of values: freedom, justice, sincerity, verity and felicity. These values are at the heart of our educational philosophy and shape our identity as a school.

## Position Overview

The Head of Rowing is responsible for the coordination and oversight of Loreto College's rowing program in either Years 7 – 9 or Years 10 - 12. The Head of Rowing will mentor and guide the rowing coaches; design, implement and deliver an inclusive annual rowing program as well as provide operational leadership specific to Loreto's sporting culture. The Head of Rowing will implement appropriate programs that will cater to a range of ability levels, from beginners to elite athletes. This position will be required to coach crews.

The Head of Rowing will promote the reputation and ethos of Loreto College through effective communication about sporting events, detailed planning, and maintaining effective relationships with all stakeholders involved in the College's sporting program.

<b>Key Accountabilities</b>	<b>Responsibilities and Expectations</b>
<b>Working effectively</b>	<ul style="list-style-type: none"><li>• promoting the values and goals of the rowing program to the Loreto community through presentations, information evenings and through the rowing page on Loreto Connect;</li><li>• structuring the rowing program and expectations to facilitate a positive and supportive culture within the rowing program;</li><li>• managing the overview of the rowing calendar in line with the College calendar allowing for academic and sporting balance, in consultation with the Director of Sport and Sport Performance and Assistant Principal: Wellbeing and Engagement;</li><li>• organising the structure of the rowing program for each term so as to provide all students in the program with the opportunity to row, whilst still maintaining the competitive focus of the program;</li><li>• providing a safe and secure competition and training environment for all rowers and coaches;</li><li>• ensuring rowers and coaches uphold the Loreto values through their behaviour and sportsmanship;</li><li>• acting as liaison between Loreto College and the Loreto parent rowing community;</li><li>• maintaining Loreto College's representation on all committees associated with the running of the rowing season, including:<ul style="list-style-type: none"><li>• Loreto Rowing Committee AGM</li><li>• Rowing SA Association</li><li>• Loreto Rowing Committee meetings</li><li>• SA Rowing Coordinator meetings</li></ul></li><li>• overseeing and managing the conduct of rowing at the College, including but not limited to crew selection and athlete performance;</li><li>• ensuring the selection of crews are formulated through clear and transparent selection criteria and processes;</li><li>• providing mentoring and guidance to all coaches;</li></ul>

- designing and implementing a skill development program for coaches;
- collaborating to create and update the rowing training program;
- overseeing the implementation and delivery of the rowing training program;
- selecting and assigning coaches to all crews;
- documenting planning and reporting to the Director of Sport and Sport Performance on progress;
- contributing to forward planning for rowing, in consultation with the Director of Sport and Sport Performance and Assistant Principal: Wellbeing and Engagement;
- planning and leading the rowing camps;
- attending all rowing camps, regattas and other events and providing assistance with supervision and management of students;
- ensuring that all coaches and volunteers have the required Working with Children clearances for child protection purposes and that these are communicated to the Director of Sport and Sport Performance;
- in conjunction with the Executive Director: HR, Risk and Compliance and WHS Coordinator, ensuring coaches are inducted in safety and expected student behaviour;
- communicating to students and parents all rowing schedules, training programs and forthcoming rowing events;
- communicating rowing achievements on Loreto Connect, the Student/Staff Notices , Newsletters and From the Acacias;
- ensuring all written and verbal communication is courteous, professional, accurate and reflective of College values;
- monitoring student rowers in relation to attendance and participation at training, camps and regattas;
- developing weekly training timetables;
- attending the Rowing Committee's annual rowing dinner;
- in conjunction with the Director of Sport and Sport Performance, ensuring all required and requested rowing items are budgeted for a year in advance in consultation with the Assistant Principal: Wellbeing and Engagement;
- ensuring all required and requested rowing items are budgeted for a year in advance;
- taking responsibility for the maintenance of rowing equipment and facilities to ensure they are well maintained and in a safe condition;

	<ul style="list-style-type: none"><li>• developing a rowing achievement criterion for awards presented at the Head of the River dinner;</li><li>• in conjunction with the rowing coaches, monitoring and recording student achievements for award presentations;</li><li>• overseeing that all students are provided with opportunity to participate in rowing races;</li><li>• managing and developing the training program to incorporate off-water fitness training programs;</li><li>• taking responsibility for the selection and appointment of Rowing Captains, with approval from the Director of Sport and Sport Performance and Assistant Principal: Wellbeing and Engagement;</li><li>• in conjunction with the rowing coaches, coordinating race entries and boat allocations;</li><li>• in conjunction with the Chief Operating Officer, reviewing and managing the rowing budget;</li><li>• in conjunction with the Director of Sport and Sport Performance, operating the rowing program within budget parameters and keeping accurate records of expenditure;</li><li>• maintaining and authorising honorarium payments for rowing coaches;</li><li>• in consultation with the Director of Sport and Sport Performances and Assistant Principal: Wellbeing and Engagement, undertaking annual reviews of the Rowing Handbook;</li><li>• in conjunction with the Director of Sport and Sport Performance and Assistant Principal: Wellbeing and Engagement, coordinating and managing key events (such as Regatta selection, recruitment, season launch, new rowers' information evening, presentation evening);</li><li>• conducting risk assessments and preparing risk assessment documentation;</li><li>• ensuring that all water safety, including boat capsizing, training and assessments are conducted for rowers and coaches;</li><li>• ensuring transport and logistics of the rowing season are organised and booked;</li><li>• managing facilities and equipment;</li><li>• maintaining up to date records of coaches employed by the College;</li><li>• meeting with the Chief Operating Officer in relation to rowing fees and all other rowing financial matters;</li><li>• advising on equipment turnover and boat purchase plans;</li></ul>
--	---

	<ul style="list-style-type: none"> <li>• ensuring all College policies, including (but not limited to) the Positive Behaviour and Personal Responsibility Policy, Duty of Care Policy and Duty of Care Procedure are upheld;</li> <li>• engaging in reflective reviews with the Director of Sport and Sport Performance;</li> <li>• liaising with students on a regular basis and facilitate and providing appropriate support, when necessary;</li> <li>• ensuring all events dates are planned and confirmed for inclusion in the College calendar;</li> <li>• ensuring all written and verbal communication is courteous, professional, accurate and reflective of College values;</li> <li>• establishing and maintaining professional working relationships with colleagues that are positive, respectful, fair and supportive;</li> <li>• communicating with rowers and parents regarding training, expectations and uniforms;</li> <li>• communicating effectively with parents to ensure that they are always kept fully informed;</li> </ul> <p><b><i>The specific roles and responsibilities for each Head of Rowing will be set on an annual basis by the Director of Sport and Sport Performance</i></b></p>
<p><b>Mission and Ethos</b></p>	<ul style="list-style-type: none"> <li>• knowing, accepting, embodying, and developing the Loreto mission and values;</li> <li>• having a commitment to, and a clear understanding of, the ethos of a Catholic School and the Loreto charism of Mary Ward;</li> <li>• fully supporting the Catholic ethos by taking part in staff and student prayer, retreats, social justice activities and voluntary service;</li> <li>• role modelling Christian values in all dealings with students, staff and parents;</li> <li>• maintaining confidentiality at all times and demonstrating high professional standards within the College and community;</li> <li>• providing consistent public support both within and outside the College for school wide policy initiatives and strategic plans;</li> <li>• supporting and upholding the College’s policies and procedures and the Child Safety Code of Conduct;</li> <li>• undertaking tasks including creating, collecting, maintaining, using, disclosing, duplicating and disposing of information including managing and using communication devices (email, internet, telephone, network) in accordance with the College’s policies, including Privacy Policy and Responsible Use of Technology Policy;</li> </ul>

## Person Specification – Essential Criteria

### Knowledge and Skills Required

- Demonstrated commitment to, and high aspirations for, coaching, strength and conditioning appropriate to girls, crew culture and parent partnerships
- Demonstrated experience in coaching at a school, club or university level
- A deep understanding of rowing, including technical knowledge and strong partnerships with other agencies and organisations in rowing.
- An enthusiastic and inclusive approach to coaching with the ability to motivate participation from differing levels and abilities

### Personal Qualities

- Excellent communication skills, both written and verbal, that can be used effectively with staff, students, and parents
- Demonstrated ability to deal with sensitive information in a professional and confidential manner
- Exceptional organisational and time management skills
- Displays a high level of self-awareness and the ability to maintain positive

### Essential Qualifications

- Appropriate Rowing Coach Accreditation is desirable. Hold Level 2 or be working towards obtaining Level 2 qualification as soon as possible in the first 12 months of employment
- Approved first aid, emergency asthma and anaphylaxis management training
- Responding to Risk of Harm, Abuse and Neglect – Education and Care certificate

## Work Health and Safety

### Teachers (including PORs), Non-teaching positions – WORKERS

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a *Worker*, while at work you must –

- take reasonable care for yourself and others in the workplace
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able, with any reasonable instruction given by the employer to allow the person to comply with the WHS Act
- cooperate with any reasonable policy or procedure of the employer relating to health or safety at the workplace that has been notified to workers
- do not bypass or misuse systems or equipment provided for any purpose
- report unsafe conditions or acts which come to your attention and address where possible. Notify your supervisor/manager of actual or potential WHS risks in your work area
- notify your supervisor/manager of incidents, injury, and pain or discomfort following a work-related injury/activity as soon as possible, preferably in the shift it occurs, but no later than 24 hours.

All workers are authorised to:

- stop any activity where there is imminent risk of harm to self or others and to the environment
- instruct others to stop a task considered to present a risk to health, safety and the environment
- raise and/or discuss health, safety, environment and quality matters with supervisors/managers or safety representatives where relevant
- notify a direct report and follow up on any health safety, environment and quality matters outside of one's ability or capacity to control
- escalate health, safety, environment and quality matters to an appropriate level

### Accountability

Catholic Church Endowment Society Inc (CCES) utilises a number of accountability processes to assess performance relating to the implementation of management system responsibilities. These processes apply to all personnel and are performance based.

The key process may include:

- supervisory arrangements (in accordance with organisational and site management structures)
- system review and verification activities; and
- performance appraisals

*Reference: Catholic Safety, Health Welfare South Australian, (12) v1*



## Annual Review

An Annual Review is undertaken with your line manager to provide feedback and discussion for professional growth.

### APPROVAL

Job Description Approved

.....  
Print Name

.....  
Signature Principal or Delegate

.....  
Date

.....  
Print Name

.....  
Signature Staff Member

.....  
Date

June 2024

## Applications

Applications for the position of Head of Rowing should be addressed to:

Ms Kylie McCullah  
PRINCIPAL  
Loreto College  
316 Portrush Road  
MARRYATVILLE SA 5068

## Terms and Conditions

- Appropriate Rowing Coach Accreditation is desirable. Hold Level 2 or be working towards obtaining Level 2 qualification as soon as possible in the first 12 months of employment
- Approved first aid, emergency asthma and anaphylaxis management training
- Responding to Risk of Harm, Abuse and Neglect- Education and Care certificate
- All applicants will be required to undergo a Working with Children Check and Catholic police clearance. Please attach any relevant certificates to your application.

## Included with your application

Please provide copies of the following documents:

- Address each of the Selection Criteria outlined in the position description.
- Your Curriculum Vitae
- The names, addresses and full contact details of three referees who may be approached.
- All applicants will be required to complete an Applicant Declaration Form for School Employees which is available on our website. This Form must be submitted with your application.

## Closing Date

**Applications close at 9.00 am on Friday, 19 July 2024**