

Head of Rowing

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Loreto College Ballarat is a Catholic secondary school for girls in the tradition of Mary Ward with a current enrolment of 950 students.

Loreto College was the first of the Loreto Schools in Australia, established by Mother Gonzaga Barry in 1875. It is our vision, as a Loreto school, to 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. The five pillars of a Loreto education are those of *Freedom, Justice, Sincerity, Verity and Felicity*. Loreto College has its foundation in the gospel of Jesus Christ and is proud to be part of and contribute to the larger Catholic community. Religious affiliation is not a condition of employment; however, applicants must be aware of and in sympathy with, the College's religious aims as a Catholic school.

Loreto College is an organisation committed to Child Protection and to the implementation of Childsafe policies and practices.

Position Summary

Your employment will be to lead and manage the Rowing Program which is an integral part of the College's overall sporting program. Loreto College has a vibrant rowing club involving over 80 students, where the focus is on participation in the pursuit of excellence as a whole club. The Head of Rowing is responsible to the Deputy Principal. They liaise with the Director of Staff and Operations, and the Director of Sport when necessary. All School Officers also have a reporting relationship with the Business Manager. The Head of Rowing may or may not coach an individual crew depending on the situation.

Supervision, monitoring and motivation of coaching staff is an essential element of the role, as is the need to always have the program operating with the College's and the students' best interests in mind, and always within the framework of the Loreto Mission.

In carrying out their duties, the Head of Rowing should, at all times be consistent in supporting the College's vision and ethos by demonstrating a concern for the wellbeing and development of each student, and by ensuring the students live out the values of the College and exhibit a suitable standard of behaviour, effort and presentation.

The hours of duty for the position will vary from term to term based upon the Rowing Season. Some adjustment in working hours will be made in Terms 2 and 3.

The Head of Rowing will also work closely with the Loreto College Rowing Club. The Club is administered by a Parent Committee (Friends of Rowing) that operates under the auspices of the College.

Key Responsibilities

- Attend all required College meetings and staff Professional Development sessions (e.g. First Aid and Compliance) and staff meetings as a school officer.

- Manage and mentor Rowing staff including Junior and Intermediate Lead Coaches, Rowing Program Administrator and Volunteer coaches.
- Manage the Senior Division crews and coaches.
- Represent the College at regular meetings of the Rowing Committee and present a written report.
- Attend BAS Rowing meetings and present a report to the Deputy.
- Attend and support all Rowing fundraising and community activities.
- Behave in an exemplary professional manner in all dealings with students, parents and staff.
- Publicly support the ethos and charism of the College.
- Attend sport events and excursions/camps as requested by the College.
- Implement College conduct and behaviour expectations including uniform, punctuality and presentation.
- Other duties as directed by the Principal and the Deputy Principal from time to time.

Assume overall responsibility for the coordination of the College Rowing Program

- Manage the overview of the rowing calendar in line with the main College calendar allowing for academic and sporting balance.
- Organise the format 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 sport and complying with number limitations set by the College.
- In planning the rowing activities for each Term, consult with the Director of Staff and Operations, Director of Sport and the Deputy Principal to minimise any clashes between sports and other events.
- Establish selection criteria and communicate selection criteria to the students and Rowing Club.
- Select crews in consultation with Coaching staff according to the guidelines for the maximum numbers set by the College.
- Ensure that students are respectful and courteous when representing the College at training, competitions and gatherings.
- Manage parent communications and wellbeing issues with the support of the Assisting Principal: Wellbeing and Directors of Years 7 – 9 & 10 – 12.
- Receive and deal with all correspondence relevant to Rowing and advise the Deputy Principal and the Business Manager of matters pertinent to the College.
- Ensure all outgoing correspondence accords with College policy. All letters to families are to be co-signed by the Deputy Principal.
- In conjunction with Marketing guidelines, be responsible for the publicity and promotion of the Rowing program, including the dissemination of information, acknowledgements and thanks.
- Maintain and update the Rowing Handbook, ensuring it is current and accurate and distributed at the start of the season.
- Ensure that students are aware of crew selection policies and that these policies are followed.
- Provide appropriate mentoring and training for coaches.
- Liaise with Rowing Victoria and BAS Inc to ensure that Loreto College is involved in a suitable rowing program.
- Liaise with Friends of Rowing to ensure that it is functioning in its role of supporting the program.
- Design or approve the fitness program for the students.
- Ensure that effective and timely communication with students is occurring.
- Oversee the purchase of equipment and boats as deemed necessary (in consultation with Deputy Principal and the Business Manager).
- Ensure that the OH&S guidelines are always met within the Rowing program.
- At the discretion of the Deputy Principal, the coaching of individual crews can be discussed.

- Develop the post rowing season surveys to assist in the annual program review.

Oversee the Coaching staff in their duties

- Ensure all rowing staff hold a valid Working with Children Check and complete annual compliance training in relation to child safety.
- Facilitate an induction session for all rowing staff at the beginning of each rowing season in conjunction with the Assistant Principal: Wellbeing to ensure all staff are compliant with all school policies and procedures relating to child safety.
- Establish firm guidelines and structures for the coaches to implement the school Rowing program.
- Organise training schedules, rosters and time sheets for the coaches.
- Ensure the coaches are well briefed for regatta organisation. Ensure that there is a procedure for coaches to attend regattas or find a replacement.
- Assist coaches with technical development and encourage coaches to continue with professional development in the area of coaching.
- Recruit suitably qualified coaches, squad coordinators and other key staff (i.e. Rowing Program Administrator) and recommend their appointment to the Deputy Principal.
- Following due meeting procedure, hold regular coaches meetings each Term. These meetings will keep the coaches fully informed of the College expectations and decisions, relevant technical updates, program structure, fitness guidelines, criteria for selection and provide an opportunity to evaluate the program as it progresses.
- First aid and school policies to be followed.
- Ensure coaching staff are compliant with all requirements of Child Safety and Working with Children Check.

Coordinate the regatta program

- Be responsible for overall supervision of all crews.
- Observe and record the progress of all crews and provide feedback on performance.
- Organise the transport of boats to regattas by suitably experienced personnel.
- Liaise with Director of Sport, Deputy Principal and Business Manager regarding BAS, HOSG, Nationals and regatta staffing.
- Book transport and accommodation requirements well in advance.
- Monitor all correspondence to parents.

Be responsible for the organisation of College equipment

- Coordinate the safe and secure storage of all College equipment, including boats, motors, trailers, trestles and safety equipment.
- Be responsible for the co-ordination of the maintenance and repair of all rowing equipment.
- Supervise the borrowing and lending of equipment and maintain a register of such resources.
- Conduct a stock inventory at the end of Terms 1 and 4.

Coordinate and promote the College Rowing Camp Program

- Rowing Camps – organise and run appropriate rowing camps
- Provide all relevant camp details to the Deputy Principal, the Director of Staff and Operations, Director of Sport and the Business Manager.
- Organise the Loreto Rowing Club Rowing Dinner in collaboration with the College and Rowing Committee, liaising with the Deputy Principal.

- Organise the Information Evening for all rowers, parents and coaches at the commencement of Term 3 to inform them of the College requirements (including costs) and the schedule for the forthcoming year, according to the guidelines set down in the Rowing Manual.
- Complete the Annual Rowing Budget and submit to the Business Manager and the Deputy Principal. Maintain the operation of the program in accordance with the Annual Budget and liaise with the Business Manager on all equipment purchases.
- Write reports for College publications as required.

Be responsible for the implementation of all safety procedures in relation to the College Rowing Program following all policies of the College

- Ensure that all coaches and rowers are fully informed about emergency and safety procedures.
- Contact and inform the Deputy Principal immediately in the event of emergency or injury.
- Maintain Accident Report Forms/Handbook.
- Ensure all Student Permission Forms and Coach Contact Forms are processed in accordance with College guidelines and protocols.

Shared Responsibilities

Mission and Ethos

- Have a commitment to, and a clear understanding of the ethos of a Catholic School and the Loreto charism of Mary Ward.
- Support the Catholic ethos by taking part in staff and student prayer, retreats, social justice activities and voluntary service.
- Role model Christian values in all dealings with students, staff and parents
- Maintain confidentiality at all times and demonstrate high professional standards within the College and community.
- Provide consistent public support both within and outside the College for school-wide policies, initiatives and strategic plans.
- Take reasonable care for their own health and safety and for the health and safety of others who may be affected by their acts or omissions and cooperate with anything Loreto College does to comply with OHS requirements.

Child Safety

- Have a clear understanding of Ministerial Order 1359 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice.
- Be familiar with and comply with the College's child-safe policy and code of conduct, and any other policies or procedures relating to child safety.
- Provide students with a child-safe environment.
- Uphold a zero-tolerance attitude towards child abuse.
- Ensure cultural safety for Aboriginal and Torres Strait Islander children and children from culturally and/or linguistically diverse backgrounds.
- Provide a safe and accessible environment for children with a disability.
- Implement strategies that promote a healthy and positive learning environment.

Key Selection Criteria

The criteria listed below will inform the selection process:

- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- Assist in the provision of a child-safe environment for students.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing
- Experience working with children.
- A demonstrated understanding of child safety
- A demonstrated understanding of appropriate behaviours when engaging with children.
- Be a suitable person to engage in child-connected work.
- Demonstrated interest in the empowerment of young people.
- Willingness to develop or implement programs or activities that focus on the wellbeing, empowerment, and overall development of young people.
- Significant experience/background in the sport of Rowing.
- Excellent communication and interpersonal skills.
- Excellent organisational and administrative skills.
- Ability to manage a considerable budget.
- Previous experience in teaching staff is an advantage.
- Bronze Medallion.
- Level 2 First Aid Course.
- Heavy endorsed driving licence.
- Regatta experience.
- Excellent communication and interpersonal skills.
- Excellent organisational and administrative skills.
- Level 2 rowing Victoria Coach accreditation preferred.
- Minimum of Level 3 First Aid and Anaphylaxis and Asthma training.
- Certificate IV Training and assessment or capacity to deliver first aid, CPR, Anaphylaxis and Asthma training is desirable.
- The successful applicant must hold or be willing to acquire a Working with Children Check card and a National Police Record Check before employment.
- Marine boat license desirable but not essential.