



Rowing Director

Position Title	Rowing Director
Position Level	Professional Contract – equivalent to SOL6
Department	Sport
Reporting Responsibility	Director of Sport
Supervisory Responsibility	Rowing Coaches/Boatman
Employment type	To be discussed with the successful candidate
Role Description review date	November 2018

Overview

The Rowing Director works under the leadership of the Director of Sport to provide leadership, management and direction for the overall operation of Stuartholme School’s rowing program. The Rowing Director is responsible for nurturing and maintaining a strategic rowing program that enables crews to be highly competitive whilst supporting the ethos of the School. The Rowing Director will not be allocated to a particular crew but will assist with all crews.

The Rowing Director is a leader within the School and therefore must be able to work autonomously within a team environment. The ability to lead people and build positive, respectful relationships with staff, students and parents is required.

Program management

The Rowing Director has key responsibility for

- collaborating with the Director of Sport to recruit all coaching staff and allocating coaches to crews. All appointments are to be ratified by the Deputy Principal and Principal.
- organizing pre-season and in-season on-water and land training sessions and programs for all rowers and designing and implementing a “Learn to Row” program at the start of each season.
- developing a selection policy for all teams, attending all team selection trials and overseeing and approving final crew selection.
- attending all rowing camps and organizing staffing and parent volunteers for all rowing camps.
- ensuring all volunteers hold required documentation (e.g. Blue Card, boat licence etc) and providing copies of documentation to the HR Manager.
- organizing logistics for all rowing regattas including crew entries, movement of the fleet and transport of students, particularly boarders.
- managing and supervising crews at regattas, camps, activities, training sessions and tours, ensuring that students’ behaviour is at all times in line with the School’s expectations.
- applying for and managing any excursions, trips, activities and tours using Consent2Go and following all processes and procedures outlined in the School’s Excursions, Camps, Activities and Tours Policy.
- ensuring the Boarding House is informed on all matters pertaining to Boarders’ involvement in rowing.

Shed and Fleet Management

The Rowing Director is required to:

- maintain an asset register of all Stuartholme School rowing equipment and oversee the efficient operation, proper storage and maintenance and repairs of all equipment.

- liaise with partner schools regarding expectations of usage of the sheds including cleaning, access times and allocated shed space.
- allocate all fleet resources appropriately, including sourcing of fleet-sharing with partner schools to include use of ergometers and training shells.
- oversee the cleaning and organization of the shed facilities and the end of season changeover.
- organize and facilitate logistics for the movement of the fleet to and from regattas, training sessions and camps.

Leadership

As a leader within the School, the Rowing Director is expected to:

- hold regular meetings with rowing coaches to provide direction and guidance and to ensure they understand the School's goals, expectations, policies and procedures.
- meet regularly with the Director of Sport to provide updates on the rowing program and to ensure the Principal/Deputy Principal are fully informed of rowing activities, progress, achievements/results and developments.
- represent Stuartholme School at all meetings of the BSRA coordinators.
- foster parental support for and engagement in rowing and ensure parents are fully familiar with the School's expectations as outlined in the Parent Code of Conduct.
- attend all meetings of the Rowing Parent Support Group, ensuring the School's policies, processes and guidelines are understood and followed, including in relation to funding and purchasing requests.
- submitting a rowing budget for School approval and ensuring that all purchases and reimbursements are in line with the School's policies and guidelines.

Communication

The Rowing Director is responsible for clear communication of the rowing program by:

- providing weekly information, including photographs, for inclusion in school publications such as the newsletter.
- ensuring material published within the Parents Support Group newsletter meets the School's expectations.
- ensuring information posted on My Stuartholme is current and up to date.
- updating and developing rowing documentation to detail School policy, training programs and the expectations of students, staff and parents involved.
- ensuring dates and organizational details have been approved, confirmed and communicated to the Director of Sport and other relevant members of the school community.

Safety

As the person responsible for the safety and wellbeing of all students and staff involved in the rowing program, the Rowing Director is expected to:

- implement all BSRA and School health and safety requirements and recommendations and ensure that all coaches are fully briefed on all safety procedures and implement safety and first aid procedures at training sessions, whilst on camps/competitions/tours/activities and at regattas.
- use Consent2Go to prepare risk assessment processes and procedures for all students involved in all rowing activities, tours, camps and regattas.
- provide all coaches with all relevant details, including medical details, of all crews and alert coaches to students with particular needs.
- liaise with the Boarding House, coaches and parents regarding students' needs.
- ensure that rolls are taken and checked by coaches at all training sessions and that girls are checked on and off the water.

- ensure that coaching/adult supervision ratios meet school expectations and that coaches and supervising adults do not leave students unsupervised or in situations that are potentially unsafe.
- ensure all girls are transported back to school after training sessions each morning and collected from the sheds in the afternoons and that no students are left unsupervised.

General

The Director of Rowing is expected to:

- ensure that students and staff meet the School's uniform and general appearance requirements.
- ensure that all rowers behave appropriately both on and off the water and that their conduct is in line with the School's expectations.
- ensure parent conduct is in accordance with the School's Code of Conduct for Parents.
- organize and run the end of season rowing dinner.
- assist the Director of Sport with nominations for the Celebration of Excellence.

Expected attributes and competencies

- A minimum Level 2 NCAS Coaching Certificate and experience at a high level of performance in coaching.
- First Aid qualifications (desirable)
- A QLD Transport Marine Licence.
- Current driver's licence and boat trailer towing experience.
- Qualifications or experience in marine repairs (desirable).
- Highly developed IT skills,
- Effective communication, organizational and interpersonal skills.
- Demonstrated commitment to the goals of Catholic education in the Sacred Heart tradition.

Employment at Stuartholme School is subject to Commission for Children and Young People and Child Guardian legislation. Teachers, where the applicant holds current QCT registration, are exempt, however, all other candidates require, or must have the ability to be granted, a valid Working with Children Blue Card.