

# Rowing Coordinator



LORETO  
COLLEGE

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

<b>Role</b>	<b>Rowing Coordinator</b>
<b>Employment Status</b>	<p>Permanent part-time 0.7 FTE (hours of work will be 26.25 hours per week, averaged over 12 months each year for the duration of your employment in accordance with Clause 47.1.1 of the SA Catholic Schools EA 2017 and in accordance with your letter of appointment)</p> <p><i>The Rowing Coordinator will be required to coach and 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></p>
<b>Commencement Date</b>	As soon as possible
<b>Classification</b>	Education Support Officer Curriculum Grade 5 Year 1
<b>Responsible to</b>	Assistant Principal: Wellbeing and Engagement

## 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.



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## Position Overview

The Rowing Coordinator is responsible for coordinating Loreto College's participation in rowing and acts as a link between the College, the Head Coach, the rowing coaches, the Loreto rowing students, the Loreto Rowing Club (parents) and the wider rowing community beyond the College. The Rowing Coordinator will manage the facilitation of a safe, inclusive, professional and well-organised rowing program to all students at the College and all members of the Loreto College rowing teams.

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

Key Accountabilities	Responsibilities and Expectations
Working effectively	<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>• providing quality coaching to the students in the Loreto College Rowing Program under the direction of the Head Coach;</li><li>• acting as liaison between Loreto College and the Loreto parent rowing community;</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 Head Coach and Assistant Principal: Wellbeing and Engagement;</li><li>• organising 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 program;</li><li>• in conjunction with the Executive Director: HR, Risk and Compliance, assisting in the recruitment of high-quality rowing coaches;</li><li>• in consultation with the Rowing Head Coach, assigning coaches to all crews;</li><li>• facilitating the entry of appropriate crews into regattas and appropriate competitions when required, in consultation with the Rowing Head Coach;</li><li>• maintaining effective records of attendance and achievements of students;</li><li>• ensuring the program plans of the Rowing Head Coach are managed and maintaining regular communication with the Head Coach;</li><li>• organising rowing information evenings for all rowers, parents and coaches to inform them of the College requirements and the schedule for the forthcoming year;</li><li>• taking responsibility for the organisation of rowing camps;</li></ul>



- attending all rowing camps, regattas and other events and provide assistance with supervision and management of students;
- investigating and booking all necessary accommodation and travel requirements for rowing camps and specialist sessions, when required;
- coordinating logistics associated with training camps and regattas;
- in conjunction with the Rowing Club parents, assisting in organising and attending the Rowing Club's annual rowing dinner;
- maintaining Loreto College's representation on all committees associated with the running of the rowing season, including:
  - Loreto Rowing Club AGM
  - Rowing SA Association
  - Loreto Rowing Club meetings
  - SA Rowing Coordinator meetings
- in conjunction with the Rowing Head Coach, ensuring all required and requested rowing items are budgeted for a year in advance in consultation with the Assistant Principal: Wellbeing and Engagement;
- operating the rowing program within budget parameters and keeping accurate records of expenditure;
- in consultation with the Leader of Sports and Sport Performance, conducting swimming capability testing of all students involved in rowing;
- implementing appropriate measures, including risk analysis, to ensure the safety of student rowers and others involved in the College rowing program at all rowing activities and events, including supervision, first aid and communication;
- coordinating and organising transport to and from training, camps and Regattas for students;
- in conjunction with the Rowing Head Coach, developing a rowing achievement criterion for awards presented at the Head of the River dinner;
- in conjunction with the Rowing Head Coach, recording student achievements for award presentations;
- in conjunction with the Rowing Head Coach, coordinating race entries and boat allocations;
- organising transport and logistic requirements of the rowing season;
- ensuring that all coaches and volunteers have the required Working with Children clearances for child protection purposes;
- in conjunction with the Executive Director: HR, Risk and Compliance and WHS Coordinator, ensuring coaches are inducted in student behaviour



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	<p>management practices, protective practices, health and safety and equipment;</p> <ul style="list-style-type: none"> <li>• maintaining and authorising honorarium payments for rowing coaches;</li> <li>• ensuring that first aid kits are well equipped and up to date;</li> <li>• maintaining up to date records of coaches/umpires 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>• engaging in professional development opportunities or associations relevant to rowing;</li> <li>• attending professional development opportunities provided at the College;</li> <li>• maintaining external network relationships relevant to the profession;</li> <li>• engaging in reflective reviews with your Line Manager;</li> <li>• communicating to students and parents all rowing schedules, training programs and forthcoming rowing events;</li> <li>• communicating rowing achievements on Loreto Connect, the Daily Bulletin, Newsletters and From the Acacias;</li> <li>• ensuring all written and verbal communication is courteous, professional, accurate and reflective of College values;</li> <li>• preparing information and reports on the rowing program for College publications;</li> <li>• in consultation with the Assistant Principal: Wellbeing and Engagement and Rowing Head Coach, undertaking reviews of the Rowing Handbook and distribute to all parents and students;</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> <li>• ensuring that students are aware of crew selection policies and that these policies are followed;</li> <li>• establishing and maintaining professional working relationships with colleagues that are positive, respectful, fair and supportive;</li> <li>•</li> </ul>
Mission and Ethos	<ul style="list-style-type: none"> <li>• knowing, accepting, embodying, and developing the Loreto mission and values;</li> </ul>



- having a commitment to, and a clear understanding of, the ethos of a Catholic School and the Loreto charism of Mary Ward;
- fully supporting the Catholic ethos by taking part in staff and student prayer, retreats, social justice activities and voluntary service;
- role modelling Christian values in all dealings with students, staff and parents;
- maintaining confidentiality at all times and demonstrating high professional standards within the College and community;
- providing consistent public support both within and outside the College for school-wide policy initiatives and strategic plans;
- supporting and upholding the College's policies and procedures and the Child Safety Code of Conduct;
- 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;



## **Person Specification – Essential Criteria**

### **Knowledge and Skills Required**

- Demonstrated experience in coordination of rowing programs in a school environment
- 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 relationships

### **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 Abuse and Neglect certificate



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## 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

July 2022



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## **Applications**

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

Dr Nicole Archard  
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 Abuse and Neglect 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.
- Employment is conditional upon the provision of evidence of vaccination against COVID-19 or the provision of a medical exemption in line with CESA policy

## **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, 22 July 2022**



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