Government of South Australia
Department for Education

NORWOOD INTERNATIONAL HIGH SCHOOL

Title of Position: Rowing Manager **Classification Code:** SSO3 **Type of appointment:** ☐ Ongoing **37.5 hpw** ☐ Temporary Term ☐ Other Term	**Unit/Section:** **Norwood International High School** **Career Group:** Administration / Finance / Curriculum **Version Date:** 22/09/2026

Job and Person Specification Approval

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CEO or Delegate

JOB SPECIFICATION

1. Summary of the broad purpose of the position and its desired outcomes

The Rowing Manager is accountable to the Principal and reports to the Deputy Principal and Parent Rowing Committee for the design of the rowing strategy and training approach, overall coaching of students, supervision of students at regattas and training, support of the administration and management of the school's Rowing program.
The school operates an extensive sporting program for students, participating in sporting competitions as well as participating in Rowing SA Regatta. The Rowing Manger is responsible for exercising initiative, discretion, and judgment, liaising with players, coaches, and team managers of Rowing.
The Rowing Manager is responsible for exercising these same qualities whilst conducting a support service in liaising with outside sporting bodies, organisations, and other schools, and for maintaining effective lines of communication within the school and with parents about the school's sporting activities.

2. Reporting/working relationships

The Rowing Manager will also provide advice, support, information and assistance to school leaders, staff, students and the Parent Committee. All NIHS staff actively participate in positive culture, coaching for improvement, training and development, and improvement strategies. Oversight of all personnel activities is the responsibility of the Principal or nominee. The Rowing Manager is tasked with cultivating effective working relationships with staff, students, parents, and the wider community.

3. Special conditions

- Respond to Abuse and Neglect – Education and Care [RAN-EC] training must be completed
- Employee will be required to be cleared through a Department of Human Services (DHS) Working with Children Check (WWCC) prior to confirmation of appointment and 5 years thereafter
- An active on-line application in the Employable Ancillary Register (EAR)
- A cleared Department for Education Employment Declaration

In addition:

- Management of required out of hours work is in accordance with relevant industrial provisions.
- Attendance at designated meetings and school events, some of which may be out of normal hours.
- Active participation in the site professional development processes.
- Ability to work in shared, open and collaborative staff spaces.
- The role and duties will be regularly assessed and negotiated
- This position is based at Norwood International High School and may require travel between the School and Rowing facilities.
- A current Driver's License
- Senior First Aid will be a requirement of this position.

4. Desired Outcomes and associated duties

Contribute to the school's Rowing Program by:

- Statistical data and analytics collation to support selection and promote athlete progression
- Support training programming and session planning
- Training and racing equipment logistics and support
- Mentoring, training and supervision of rowing coaches
- Developing a schedule of the current fleet and a redundancy schedule to maintain an up to date and safe fleet of boats
- Commitment to improving and developing boat maintenance practice
- Assisting with design and implementation of crew selection and associated policies
- Attendance, supervision and contribution at Rowing camps
- Attendance, supervision and contribution at Rowing Regattas and Trainings
- Assistance with logistics, towing needs and event management
- Coordinate design and implementation of rowing elements of the school's Rowing Special Interest Program
- Assisting in the growth of a Rowing culture through Parent Information Nights and peripheral activities.

Support the organisation and management of Rowing in the school for regular and special events including:

- Advising the appropriate member of school staff in matters of student discipline and breaches of the school's Player Code of Behaviour
- Ensuring WH&S requirements are met for the rowing program through the distribution of appropriate information to coaches (via medical and emergency contact information and first aid)
- Accurate data collection of student details so that rosters can be established
- General administration and clerical duties to support the Rowing program.
- Being a positive role model
- Contributing to the accurate information system by following electronic filing procedures
- Ensuring continuity of work group productivity by negotiating training time, TOIL or time bank
- Participating in team meetings
- Using a team approach
- Engaging in professional learning to ensure ongoing improvement of professional practice and improved outcomes

Leadership of the Rowing Coaches and key personnel by:

- Model and provide high impact coaching, effective and collaborative leadership in the implementation of a high-quality rowing program, focused on the development of student knowledge, capabilities, skills, and active engagement to thrive within the rowing program, within their academic pursuits, and beyond school.
- Intentional and active mentoring, modeling and support in professional learning and accountability practices that encourage all coaches to collaborate effectively to deeply understand their students; and to intentionally understand and continuously improve their practice and therefore their impact across the rowing program.
- Students are effectively coached; and visible, positive leadership has been provided to students and coaches across the rowing program and in relation to learning and engagement
- Active collaborative support and empowerment of the NIHS Rowing Club (parents), and the wider community in guiding them to support the coordination of regattas, fund raising, communication and general support.
- High impact communication and connection initiatives that achieve effective parental and community engagement and positive relationships across the rowing program are collaboratively implemented, fostered, and continuously monitored
- Developing season training programs and training team coaches in planned programs and monitoring their implementation
- Commitment to improving and developing coaching practice.

Financial Management of the Rowing Budget by:

- Developing a budget based on student numbers, future needs and financial costs associated with all rowings costs, including Coaching, R&M, Insurances, Equipment, Assets, Consumables, Awards, Memberships
- Managing and monitoring the rowing budget and keeping the Business Leader informed of budget position
- Financial guidance of the Rowing (Parent) Club budget lines and strategic planning for the use of funds raised
- Developing and maintaining an accurate register of stock on hand and ensuring all rowing sites are equipped
- Ordering necessary equipment required for day-to-day rowing and maintenance needs
- Developing a Business Plan for the management of assets, eg Disposal, Trade-in, Replacements

Contributing to the care of all students in accordance with school behaviour learning and mandatory notification procedures and assisting in the general wellbeing and safety of students including reporting matters to teaching staff or key leaders, as required.

Contributing to maintaining a safe and healthy work environment by taking personal accountability by identifying and reporting incidents, hazards and injuries in accordance with Department for Education policy & procedure and cooperating and complying with reasonable instructions of Department for Education line management and WHS officers.

Applying and promoting the Public Sector principles and practices, employee conduct standards and equal opportunity.

Participating in a performance management process as part of ongoing professional development. Supporting team collaboration and contributing to the delivery of a quality service culture across the school.

Undertaking other related duties as required by senior years' team consistent with the classification or as part of developing relevant knowledge and skills

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PERSON SPECIFICATION

Essential Requirements

Personal Skills and Abilities

- Demonstrated very high-level communication and collaboration skills and an ability to establish highly effective working relationships.
- Demonstrated ability to effectively support adolescents to address barriers to learning and to improve wellbeing and learning outcomes.
- Demonstrated ability to be autonomous, show responsibility and accountability for program outcomes and resource management.

Experience (including community experience)

- Proven high level experience and demonstrated knowledge of effective practice to fulfill the key responsibilities and requirements of managing a Rowing Program.

Knowledge

- Knowledge of key policies and practices supporting the efficient operation of a school or other complex organisation.
- Demonstrate knowledge and commitment to promoting and creating a safe and inclusive work environment; and the legislative requirements of Equal Opportunity and Work Health and Safety legislation.

Desirable Requirements

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Acknowledged by Occupant _____ ___/___/____

Certified by Leader _____ ___/___/____