

Position Description



Rowing Coordinator

Position:	Rowing Coordinator
Status:	Full Time, Ongoing
Department:	Student Wellbeing
Time Release:	24 periods per fortnight. This time release reflects hours per fortnight averaged across the year, based on the demands of the rowing season and in consultation with the successful incumbent.
Hours:	<p>A teaching timetable will be developed in consultation with the Rowing Coordinator to reflect the commitments of the College rowing program.</p> <p>Regular attendance at the boatshed before and after school, to oversee training program, coach/participant attendance, communication, wellbeing and safety matters, will be required. Attendance at rowing camps, events and regattas will also be required.</p>
Salary & Conditions:	Teacher classification plus a leadership allowance and other conditions as per the Victorian Catholic Education Multi Enterprise Agreement 2018
Superannuation:	As per Superannuation Guarantee Legislation
Qualifying Period:	3 months
Organisational Context:	<p>Damascus College is a Catholic co-educational secondary College located on a beautiful 22 - hectare site, seven kilometres from the Ballarat CBD. The College community offers learning opportunities which inspire and challenge students to reach their potential and to contribute confidently to a global community.</p> <p>Damascus College, as a dynamic Christ centred learning community, values the place of school sport highly. Sport at Damascus provides another learning opportunity for young people and a mechanism to inspire and challenge them to reach their potential. Damascus Rowing is one offering within our program that we have sought to review and strengthen in the interests of improving both the participation and experience here at school.</p> <p>Rowing is quite unique within the educational landscape at Damascus and within the greater Ballarat sporting community in that it requires additional financial, family and personal commitment to what we seek of other sporting programs. Damascus is relatively new to rowing with the program only being offered the past 7 years. The College is committed to continual improvement in this space.</p>



A formal Rowing Program Review was conducted during May 2019, and the following observations and commendations were made;

“Damascus College is progressing well ... this has been well managed ... and the boats and equipment are kept in good order.”

“Staff and volunteer coaches who attended the review were very positive about the rowing program, and rowers were very pleased with their past season and keen to get on the water again.”

A number of recommendations were made and have been adopted by College leadership to support the future development of the program. This includes strengthening the links between rowing and the broader school community by building a stronger tie to the day to day activities of the school and greater involvement of teaching staff within the program.

The establishment of the Rowing Coordinator / Teacher position, a Rowing Logistics and Technical Support role and Teacher - Squad Support roles for implementation during the 2019/20 Rowing Season, is part of a broader program of continuous improvement initiatives.

Position Objectives:

The Rowing Coordinator / Teacher will actively support and promote the values inherent in a Catholic school in the Mercy tradition, be highly professional in all aspects of the role and display proficiency in areas of organisation, communication, consultation and decision - making.

The Rowing Coordinator / Teacher will provide leadership and coordination of the College Rowing Program across the College with awareness of the wellbeing needs of students to enable them to reach their full potential in both their academic, co-curricular, social, emotional and spiritual outcomes and help them to grow into fully capable young adults.

Damascus College is committed to the safety, wellbeing and inclusion of all children and young people. All employees of and volunteers to the College must be committed to providing the highest level of safety and care.

Organisational Relationships:

Reports to: Assistant Principal Student Wellbeing

Leads: Rowing Program staff members including Rowing Logistics and Technical Support role, Squad Support Teachers, and Volunteers Coaches

Internal liaisons:

College Leadership, Office Administration and Finance Team, Sports Coordinator, Student Wellbeing team including House leaders, Teacher Advisors, all Staff, Students, Parents and Carers
Rowing Parent Committee



Memberships:

Internal: College Wellbeing Team

External:

Ballarat Associated Schools (BAS) – College representative for Rowing

BAS provides structured competition for the member schools to maximise the opportunities for students to participate in organised sport, such as rowing.

Wendouree Ballarat Rowing Club (WRBC) – College representative

This relationship that allows students to experience both school and club rowing while at school and provides an avenue for students to continue a life-long sport beyond secondary school;

Accountability:

The Rowing Coordinator / Teacher is responsible for the promotion of a positive rowing program culture, working closely with College Leadership, Teachers and Support Staff, Rowing Program staff, students and families, to develop and maintain a shared philosophy and set of values consistent with that of Damascus College.

This position is accountable for the development and implementation of a 'best practice' rowing training, development and participation program that provides for the effective rowing skill and fitness development in students from Year 8 through to Year 12 levels.

The Rowing Coordinator / Teacher will be responsible for the direction of Rowing program team members and coaches, including recruitment and onboarding, role clarity, professional development, performance feedback and management, leave and attendance management.

The Rowing Coordinator / Teacher will manage the Rowing Program's capital and recurrent budget and asset register with the support and oversight of the College Business Manager.

The Rowing Coordinator / Teacher will actively maintain productive working relationships with a number of key external stakeholder groups including WBRC and BAS.

In addition to the oversight of the rowing program, this position will also have teaching responsibilities and will be accountable to the relevant Learning and Teaching Area Leaders for the development and implementation of curriculum.



Key Responsibilities:

<p>Program Communication and Culture</p>	<ul style="list-style-type: none"> • Work closely with key College personnel and Rowing program staff to develop and maintain a shared philosophy and set of values consistent with that of Damascus College • Build 'team' values amongst squad coaches and foster squad cohesion within and across all crews • Promote the use of an effective process for the management of feedback and concerns about the Rowing program, raised by members of the Rowing program, including students, parents/carers, coaches, College staff and other members of the broader community • Strictly enforce uniform code for rowers and coaches, behaviour and code of conduct • Set a high standard of communications across the Rowing program in relation to all aspects of the season program, utilising well planned and implemented communications through meetings, induction sessions, Rowing Handbook and the Rowing TeamApp • Work collaboratively with the Rowing Parents Support group • Coordinate the end of season events and awards in keeping with the College's philosophy and values for events, celebrations and achievement recognition • Provide an annual report post-season for the Principal and Assistant Principal Student Wellbeing, relating to the events of the season, together with recommendations for the future
<p>Coach Development</p>	<ul style="list-style-type: none"> • Facilitate the Coach expressions of interest, selection and on-boarding processes for each season • Develop and prepare coaching resources • Facilitate professional coach development through education, goal setting, timely feedback and acknowledgement, and well-managed conflict resolution • Develop a strong and united team culture with the coaching group • Attend coach meetings • With the support of the Rowing Logistics and Technical Support role, work with coaches to ensure a high level of fitness and consistent, up-to-date rowing technique • Manage attendance of coaches throughout the program, including training, camps, regattas, events and meetings. • Identify and assign coaches to year levels/squads with reference to appropriate level of rowing skill and student engagement capability
<p>Student Coaching and Development</p>	<ul style="list-style-type: none"> • Facilitate the Student expressions of interest, selection and on-boarding processes for each season • Develop and implement the training program (for both off and in season) with the support of the Rowing Logistics and Technical Support role

	<ul style="list-style-type: none"> • Actively lead Rowing camps and tours and promote full participation and inclusion by all members of the Rowing community • Facilitate the recording and documentation of specific performance feedback from coaches and other key Rowing personnel, on each student in the Rowing program, throughout the season, to inform and validate selection decisions • Develop and implement an objective selection process for crew selections based on ergo trials, technique, general fitness and coachability, with the support of key Rowing personnel • Attend all camps either conducted locally or off site • Attend each key event and regatta in the calendar, supervising and managing the students and coaches with the support of key Rowing personnel and Damascus teaching staff • Manage attendance of students throughout the program, including training, events and meetings. • Ensure the boat sheds are left in a neat and tidy manner, clear of all rubbish and mess
Pastoral Care and Welfare	<ul style="list-style-type: none"> • Oversee all aspects of student wellbeing and pastoral care for students participating in the program in consultation with the rowing program staff and coaches • Ensure relevant Student wellbeing concerns are reported to the Assistant Principal Student Wellbeing and relevant House Leaders. • Report any child safety concerns to the Deputy Principal and/or Principal • Oversee the effective availability and provision of first aid assistance at all times of the Rowing program, and report any incidents or near-misses to the relevant College points of contact.
Regatta Operations	<ul style="list-style-type: none"> • Ensure all aspects of the regatta required for the program have been organised and communicated in advance to students, families and coaches • Provide organisational running document of all crews for each regatta with race times, race numbers and bow numbers
Equipment and Maintenance	<ul style="list-style-type: none"> • Oversee the general maintenance of rowing boats, electronic equipment, motor boats and other related equipment • Consult with the Business Manager and Principal in the preparation and administration of a Capital and Recurrent budget, Asset register and an asset acquisition plan that facilitates effective procurement decisions in line with the continual development of the College Rowing program
Rowing Administration	<ul style="list-style-type: none"> • Ensure all rowing camps, events and regattas are recorded and administered in the College's EMS360 system, with relevant documentation, risk assessments and approvals completed in a timely manner

	<ul style="list-style-type: none"> • Collate regatta results for publishing in the College communications • Ensure all testing results are recorded, kept up to date and maintained in relevant College files for use within and across seasons • Coordinate replacements for coaches on leave • Report and document all incidents/non-attendance in accordance with the College's policies and procedures • Work with coaches and students to make appropriate adjustments and modifications in the rowing program to accommodate students with disabilities requirements and/or injury • Effective coordination of repairs to boats or equipment • Oversee the coordination, set up and transportation of trailers, boats and equipment required for all training, events and regattas with the assistance of the Rowing Logistics and Technical Support role • Ensure effective communication and meeting attendance requirements are met with the relevant external stakeholder groups i.e.: BAS, WBRC. • Oversee the timely completion of all Rowing Victoria registration administration for regattas and other relevant events
Workplace Health & Safety	<ul style="list-style-type: none"> • Work in consultation with all Rowing personnel to ensure boats and equipment are safely loaded on and off the trailer, before and after each regatta and/or camp • Ensure that all Rowing program staff and volunteer coaches have completed the required College compliance training activities and are informed of their OHS responsibilities.

The Rowing Coordinator / Teacher will also be required to undertake duties as directed by the Principal.

Qualifications, Skills and Experience:

Essential:

- Teaching qualification and current VIT registration
- Teaching experience in secondary education
- A complete understanding of school procedures and expectations
- Level 1 Rowing Coaching Accreditation (Level 2 preferred)
- Previous experience coordinating multiple crews and leading coaches towards a shared goal
- Exceptional organizational and time management skills
- Strong communication and stakeholder management skills
- A high level of self-awareness and ability to form and maintain positive relationships with students, staff and parents
- A working knowledge of Restorative Practices
- Level 2 First Aid (including anaphylaxis training)

Desirable

Extensive experience in the leadership of a school rowing program



Selection Criteria:

- Capacity to contribute positively to the Catholic ethos of Damascus College
- Demonstrated passion for and experience in school-based rowing programs and capability to build a high performing rowing program culture that creates an optimum co-curricular experience for students, increases student engagement and wellbeing at school and connectivity with the College community.
- As a teacher, demonstrate capacity to inspire and engage young people in their learning within relevant domain, with particular reference to higher order thinking and diverse learning needs
- Experience in and evidence of creating and leading effective teams with a focus on professional feedback and learning
- Demonstrated professional standard of conduct and proficiency in all areas organisation, communication, consultation, process improvement and decision making.

Key Performance Indicators:

1. Evidence of consistent and increasing levels of student participation in the College rowing program.
2. Incremental improvement in crew and individual results within the BAS competition, regional regattas and national events.
3. Positive Student, Parent and Coach feedback
4. Accurate documentation, record keeping and data entry
5. Timely and well-managed communications within and across the rowing program.
6. Program milestones actively reviewed and reported on, with progress and achievements measured (this incorporates relevant OHS, College administration requirements, and child safety metrics)

An Annual Key Performance Indicator Review and a formal appraisal process will take place throughout the term of appointment.