



Position Description

Position:	Assistant Rowing Coach
Appointed by:	The Principal
Responsible to:	The Director of Rowing
Location:	Garnsey Campus and Rowing Shed

School Overview

Gippsland Grammar provides an outstanding contemporary, holistic education where our Community has a shared understanding of what we learn, how we learn and who we teach. Our School culture is centred around our core values of Compassion, Leadership, Excellence, Responsibility and Respect and develops people of character who act with integrity and wisdom.

At Gippsland Grammar responsibility for the protection of children is shared because children are safeguarded only when all individuals accept responsibility and work together and play their part in keeping children and young people safe from harm and abuse.

All staff are required to:

- Comply with the School's Student Protection Program (including the Student Protection and Safety Policy, Student Protection Staff Code of Conduct, and Make a Report Procedure), as well as their legal and professional obligations with respect to the prevention and reporting of actual or suspected child abuse and reportable conduct.
- It is each such staff member's individual responsibility to be aware of key risk indicators of child abuse or reportable conduct, to be observant, and to raise any concerns they may have with one of the Principal, the Executive Leadership Team, the School's Student Protection Officers (and/or with external agencies, where required). In this regard, staff are encouraged to voice their concerns, no matter how minor, trivial or insignificant.
- All contractors and volunteers involved in student-connected work are required to adhere to the School's Student Protection and Safety Policy and Student Protection Staff Code of Conduct and are responsible for contributing to the safety and wellbeing of students in the school environment. They too have obligations with respect to the reporting of actual or suspected child abuse or reportable conduct allegations.

Again, it is the School's expectation that contractors and volunteers are attuned to their individual responsibilities and act in accordance with their internal and external reporting obligations, and the School's policies and procedures (including the Student Protection Program).

Position Overview

The Assistant Rowing Coach is responsible for supporting the Head Rowing Coach in all aspects of the rowing program, including planning and executing training sessions, mentoring student-athletes, ensuring safety on and off the water, and contributing to the overall success and growth of the program. This role



requires a commitment to fostering a positive and competitive environment that promotes teamwork, discipline, and academic excellence.

Key Responsibilities

1. Coaching and Training:

- Assist in planning and leading daily training sessions on water and land, principally with the Senior Boys or Girls squads.
- Provide technical feedback and instruction to student-athletes to improve performance.
- Monitor individual and team progress, adapting coaching strategies as needed.
- Utilise the existing training program, or after communication with the Director of Rowing write a bespoke Senior Boys or Girls training program.

2. Regatta Preparation and Participation:

- Enter and assist in the planning of regattas for either the boys or girls squads.
- Support the team during races by managing equipment, offering strategic advice, and ensuring athlete readiness.
- Help in the logistical arrangements and transport of equipment, including towing and driving of vehicles.

3. Recruitment and Development:

- Help identify and recruit prospective rowing GAP coaches.
- Help with the development of rowing GAP coaches and assist in their rowing education during their time in Australia.

4. Safety and Equipment Management:

- Ensure the safety of all athletes during training sessions and competitions.
- Maintain and manage rowing equipment, including shells, oars, and ergs.
- Promote water safety and enforce proper use of equipment.

5. Mentorship and Leadership:

- Act as a mentor and role model, fostering a positive team culture and sportsmanship.
- Encourage academic success by monitoring athletes' academic performance and supporting their balance between athletics and academics.

6. Administrative Support:

- Assist with program communication, including scheduling updates and team announcements.



- Maintain records of team and individual achievements.

7. Professional Responsibilities

- Work collaboratively as a member of the rowing team to ensure best possible outcomes for students/staff/school.
- Actively engage in professional development activities and contribute to improved professional skills, pastoral skills and knowledge.
- Actively engage in Team and Staff meetings.
- Adhere to and abide by the expectations set out in the School's policies and procedures, including Gippsland Grammar's Guidelines for Professional Behaviour.
- Compliance with the School's OHS requirements and other requirements (including in respect to anti-discrimination), as mandated by legislation.
- Uphold and promote the Anglican ethos and School values of Compassion, Leadership, Excellence, Responsibility and Respect; representing the school in a professional and courteous manner to act as a role model to the students in your duty of care.

8. Pastoral

This position includes duties associated with a support staff role, including demonstrated empathy and skills in providing pastoral support to students within the pastoral care framework.

- Provide medical, health and welfare support to all rowing students in accordance with the School's policies and procedures
- Accompany students to hospital and health care visits as required
- Monitor the health and wellbeing of students and report any concerns to the Head of Rowing (or other applicable staff)
- Promote healthy living skills

9. Co-curricular and other duties

Be routinely involved in the co-curricular program, which may include activities that extend beyond the 'normal' school day.

10. Child Safety

Staff are responsible for supporting the safety and wellbeing of the School's students as follows:

- Behave as a positive role model to students, including through words, conduct and actions.
- Actively promote the safety, welfare and wellbeing of students.



- Provide a learning experience which is consistent with the School's and relevant professional or occupational codes of conduct, which supports students to achieve their personal best, and takes into account individual learning and behavioural needs.
- Act consistently (both in person and in the online environment) with the School's student safety and wellbeing strategies.
- Be vigilant and proactive with regard to student safety and child protection concerns, and take all reasonable steps to protect students from such harm (examples of which include, but are not limited to bullying, discrimination, grooming, harassment, neglect, sexual misconduct, sexual offences, physical violence, reportable conduct and victimisation).
- Encourage and support students who raise safety concerns (including about actual and suspected child abuse or reportable conduct).
- Provide age-appropriate supervision for students.
- Comply with any directions, guidelines, policies, procedures and rules promoted by the School with respect to student safety.
- Knowledge understanding and adherence to all School and staff obligations regarding student safety, including Ministerial Order 1359 – Child Safe Obligations other child safe requirements mandated by legislation (as amended from time to time).
- Commitment to providing a child safe environment and child safe conduct in all aspects of employment at the School.
- Comply with all aspects of the School's Student Protection Program, including the School's Child Safe Policy Statement and Child Safety Staff Code of Conduct.
- Willingness, understanding and ability to report student safety concerns in line with the School's policies (such as the Make a Report Procedure) and applicable mandatory reporting requirements.
- Complete annual training in Child Safety as required.

Key Selection Criteria

Qualifications

- a) Bachelor's degree or tertiary qualification.
- b) Rowing Australia Level 2 Coaching Qualification.
- c) Evidence of completed First Aid Training – Apply First Aid HLTAID003 or higher level (or willingness to obtain).
- d) Evidence of completion of Anaphylaxis Management Training (ASCIA eLearning VIC, 22300VIC or 10710NAT) and CPR qualifications (as approved by a Registered Training Organisation).



Essential Criteria

- a) Previous experience in rowing as a coach or competitive athlete.
- b) Strong knowledge of rowing techniques, strategies, and safety procedures.
- c) Excellent communication and interpersonal skills.
- d) Ability to work collaboratively with coaches, students, parents, and school staff.
- e) Driving License (preferably Medium Rigid or higher)
- f) Marine License.
- g) Satisfactory National Police Check.
- h) Current and valid employee level Working with Children Check (WWCC).
- i) Exhibit personal behaviour reflective of the Anglican ethos of the School, and which aligns with the School's Vision, Mission and Values.
- j) Evidence of unrestricted rights to work in Australia.

Desirable Criteria

- a) Experience with regatta logistics and team travel coordination.
- b) Familiarity with rigging, boat maintenance, and rowing technology (e.g., GPS systems, stroke coaches).
- c) Demonstrated ability to develop student-athletes.

Work Environment and Schedule

- Ability to work flexible hours, including early mornings, evenings, weekends, and holidays as required by the rowing schedule.
- Work may involve exposure to varying weather conditions during on-water practices and competitions.
- During Term 3, 4 and 1 the following hours will apply:
 - 26 hours per week (including Saturday mornings).
 - During January there are 10 full days of rowing camps.
 - Attendance at regattas on weekends totals approximately 19 days.
- During Term 2 there will be some coaching and maintenance expectations.

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of duties for this position.