



St Catherine's School
EST. 1896



HEAD OF ROWING



ROWING AT ST CATHERINE'S

Rowing at St Catherine's is about more than competitive results. It embodies our shared values of resilience, teamwork, and personal growth. Our program is recognised not only for its achievements on the water, but also for the supportive, nurturing environment that helps every athlete thrive.

Since its establishment in 1987, the St Catherine's Rowing Program has been a key part of Australia's schoolgirl Rowing tradition. Based at Mercantile Rowing Club on the Yarra River, it is known for developing technical skills, fostering strong team spirit, and achieving success at state, national, and international events.

Recent years have seen our crews earn titles at the Victorian State Championships and the Australian National Rowing Championships, with the First VIII capturing their third Head of the Schoolgirls title in 2025. In 2022, they also became the first Australian schoolgirl crew to win the Prince Philip Challenge Trophy at the Henley Royal Regatta, marking a significant milestone.

The strength of our program comes from a strong support from the School and the parent community, and the commitment of our athletes. Together, these elements not only shape skilled rowers but also build individuals who are prepared to tackle life's challenges with unity and determination.



INTRODUCTION

The Head of Rowing is responsible for the strategic leadership, development, and management of St Catherine's Rowing program. This role ensures the delivery of a high-quality, inclusive Rowing experience that empowers girls to develop their skills, wellbeing, and love for the sport.

Central to the position is fostering a student-centred culture of integrity, inclusivity, and excellence where every student can thrive and succeed. The successful candidate will lead the Rowing Program at every level, from beginner crews to senior competitive teams - ensuring consistent coaching standards, athletic development, progression, and a strong sense of purpose and inclusion throughout.

The Head of Rowing will oversee student development, coaching staff, program operations, and community engagement, ensuring alignment with the School's values and commitment to holistic student development. Strong collaboration with staff, students, families, and the wider Rowing community is essential

to build connections, promote team spirit, and advocate for the importance of physical activity and wellbeing.

The role reports to the Director of Sport with a dotted line through to the Principal.

Direct Reports

Principal
Ms Natalie Charles

Deputy Principal – Head of Senior School
Mr Robert Marshall

Director of Sport

Head of Rowing



DUTIES AND RESPONSIBILITIES

Leadership

- Lead the strategic development and operational delivery of the School's Rowing program, ensuring alignment with the School's values and long-term Sport strategy.
- Promote a student-centred culture of excellence, teamwork and personal growth within the Rowing program – supporting students of all abilities to develop confidence, resilience and a love of Rowing.
- Recruit, develop and retain high-quality coaching staff who align with the Rowing structure and values of the School, allocating appropriate crews based on each coach's skill and experience to ensure student development at all levels.
- Lead, mentor, and guide the Year 9 and 10 Coordinators and coaches in implementing an agreed technical model and inclusive team culture that builds strong foundations for progression and retention.
- Conduct regular coaches' meetings to support technical development and ongoing professional learning.
- Demonstrate and promote contemporary, evidence-based and exemplary coaching practice through high-quality professional development opportunities.
- Maintain a visible and active presence at Rowing training sessions and regattas to observe, monitor, review, and refine coaching performance and development.

Culture

- Nurture a positive and respectful culture within the Rowing Program that champions decency, integrity, and personal accountability that upholds the highest standards of student conduct and reflects the School's ethos both on and off the water.
- Promote a sense of belonging and team pride across all year levels and Rowing crews, where every student feels valued, connected, and proud to represent St Catherine's.
- Celebrate student and team achievements at every level to foster a culture of recognition and encouragement.
- Actively engage with the Rowing community to strengthen support for the School's Rowing Program.

Resource and Risk Management

- Develop and manage the Rowing budget with sound financial oversight, ensuring alignment with strategic program priorities.
- Prepare and implement a strategic equipment purchasing plan.
- Ensure all boats and equipment are maintained to a high standard and meet safety, compliance, and performance requirements.
- Ensure written and verbal communication reflects the School's values and standards.
- Consistently adhere to School policies and procedures, especially in the areas of Risk Management, Occupational Health and Safety (OHS), Child Safety, Incident reporting and Emergency response protocols
- Proactively manage risk across all rowing activities to ensure a safe environment for students and staff.



Student Experience

- Encourage participation and foster a love of Rowing, ensuring that students of all abilities feel welcomed, valued, and inspired to engage in the program.
- Establish clear expectations and pathways for student learning, development and success, from foundational skills to high performance.
- Monitor student engagement, wellbeing and performance across the program, through ongoing observation, student voice mechanisms, and collaboration with key staff to provide timely support and interventions.
- Build positive relationships with students that support individual and team growth.
- Collaborate with the Director of Sport, Year 9 and 10 Coordinators and the Sports Administrator and Sports Team Manager to grow student participation and retention in rowing.
- Empower student voice, agency and leadership within the Rowing Program.
- Promote inclusivity, equity, and access to Rowing for all students, ensuring a positive experience at every level of participation.

Oversight

- Manage efficiently and promptly any issues or concerns relating to Rowing coaches or the Rowing program with professionalism, timeliness, and alignment to School policies.
- Ensure all coaches complete a comprehensive induction program that meets their regulatory obligations and exposes them to St Catherine's culture, expectations and coaching philosophy from the outset.
- Support the Year 9 and 10 Coordinators with the allocation and rostering of coaches.
- Monitor coaches' adherence to School values and behavioural expectations.
- Develop Rowing coaching policies and processes in collaboration with the Director of Sport to enhance the program framework, ensuring alignment with the wider sport strategy and program goals.
- Oversee the daily implementation of training sessions (Monday to Saturday), including the preparation and pack-down of equipment, supervision of students and structured session delivery.



- In partnership with the Director of Sport, oversee the strength and conditioning program for all rowers, ensuring it is age-appropriate, safe, and aligned with athlete development principles.
- Lead the design and implementation of clear, robust, fair, and transparent selection criteria. Hold ultimate responsibility for all crew selections, ensuring decisions are guided by published criteria, communicated consistently and respectfully, and made with student wellbeing at the forefront. Collaborate with coaching staff to ensure accurate and appropriate crew placement.
- Maintain authentic, cooperative and respectful relationships with key stakeholders including but not limited to the Mercantile Rowing Club, the Heyington Club and the St Catherine's Business Office.
- Manage feedback in a timely, respectful, and solutions-focused manner, ensuring alignment with School policies and maintaining a culture of trust, fairness, and continuous improvement.
- Coordinate crew entries into regattas based on published criteria, in consultation with coaches, and with clear communication to students and families.

- Lead the design, planning, and implementation of safe, enriching experiences such as rowing camps and tours, ensuring they align with student development goals, wellbeing priorities, and the School's risk management and excursion policies.

Child Safety Responsibilities

- Provide students with a Child Safe environment.
- Ensure and promote the safety of children from diverse backgrounds including children from culturally and/or linguistically diverse backgrounds, Aboriginal children, and children with disabilities.
- Be familiar with and comply with the School's Child Safe policy and Child Safe Code of Conduct, and any other policies or procedures relating to child safety.
- Participate in the School's Child Safe training programs as required.
- Raise any child safety concerns with the School's Child Safety Champions.



KEY SELECTION CRITERIA

Professional Qualifications and Experience

- Experience in leading and coordinating a school-based Rowing program, ideally within a girls' school context.
- A proven ability to develop both performance and participation pathways in Rowing, with an understanding of athlete development across age groups and ability levels.
- Success in coaching or management of Rowing crews at school, club, or state level, with demonstrated knowledge of training principles, regatta preparation, technical development and crew selection processes.
- Excellent planning and organisational skills, including the ability to manage a seasonal calendar, logistics, maintenance and staffing requirements.
- Competency in managing risk and safety in a Rowing context, with knowledge of current Rowing Victoria and School Sport Victoria regulations and standards.
- Experience in mentoring and developing coaches, and in creating a positive and united team culture among staff and students.
- Rowing coaching accreditations, a current Boat Licence (or ability to obtain), and a current Working with Children Check.
- First Aid qualifications or willingness to obtain.

Personal Qualities and Values

- An empathetic, encouraging and empowering leadership style that supports girls to reach their potential in a nurturing environment.
- Strong personal integrity, with a clear alignment to the values of respect, inclusion, courage, and perseverance that support life at St Catherine's.
- Excellent communication skills, including the ability to provide clear direction, feedback and guidance to students, staff, and families.
- The ability to model kindness, resilience and professionalism, especially during peak times in the Rowing season.
- Maintain a patient and supportive attitude, inspiring confidence and trust within the coaching team and students.
- A strong alignment with the ethos of St Catherine's School and its mission to inspire and celebrate girls in all aspects of their development.
- Passionate about empowering girls and fostering inclusive, student-centred environments.
- A commitment to high levels of professionalism across all contexts and settings.

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of duties attached to this position. It is subject to review in response to the changing needs of the School and the development of skills and knowledge of the successful incumbent. The expectations outlined in this document also serve as a reference point to support ongoing feedback, role clarity, and professional growth.



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