



POSITION Description



Head Coach and Boatshed Manager

Accountable to:	Principal
Line Manager:	Coordinator of Rowing
Direct Reports:	Rowing Support Officer
Tenure:	July 2026 – June 2027
FTE:	0.6
Hours:	An average of hours per week, varying each term
Classification:	Educational Services (Schools) General Staff Award 2020 Level 6 – Instructional Services Grade 5

POSITION SUMMARY

The Head Coach and Boatshed Manager is responsible for the coaching programs and systems within the College's Rowing Program, ensuring students have access to a participatory program which develops their skills and enhances their learning outcomes, but also offers the opportunity for identified boys to take part in an elite, school-boy rowing system.

The Head Coach and Boatshed Manager is responsible for the planning and prioritising of all fleet and shed maintenance, logistics, and purchases within time and budgetary parameters, in conjunction with the Coordinator of Rowing, for all training, intensives, and regattas. Responsibilities include identifying and correcting any Workplace Health and Safety, as well as any maritime safety concerns. The Head Coach and Boatshed Manager is responsible for transporting boats and equipment to camps and regattas in consultation with the Coordinator of Rowing.

At St Patrick's College, we aim to create a joyful workplace that celebrates the uniqueness of every staff member. We believe our staff are our greatest asset, and we are committed to ensuring that, through collaboration, teamwork, continuous professional learning, and support, all staff have the opportunity to reach their full potential and make their best contribution to the College.

We understand that fostering a positive and supportive environment for our staff directly impacts the quality of education and care we provide for our students. By empowering our staff, we ensure that they are best equipped to inspire and guide our students to achieve their fullest potential. Together, we strive to create an environment where both staff and students flourish in a culture of excellence.

DUTIES AND RESPONSIBILITIES

Head Coach and Boatshed Manager

In conjunction with the Coordinator of Rowing:

- Attend all training sessions, intensives and regattas (with the exception of some year 8 & 9 away regattas).
- Attend National Championships regatta
- Facilitate the performance and development of coaches and provide regular constructive feedback
- Oversee coaches to ensure coaching is technically appropriate and behaviour meets the College's expectations and policies
- Be available to support and assist coaches in program delivery and cover in their absence across all squads

Coaching Programs and Coaching the Senior Division 1 Crew

In conjunction with the Coordinator of Rowing:

- Lead and implement strategies to achieve success at the Schoolboy First IV competition at a Local, State and National level
- Administer and provide an off-water training program throughout the season and during school holidays
- Provide intensive, high-quality training and competition opportunities for all crews
- Develop an appropriate coaching program to be used by all coaches and across all crews in the Rowing Program. This is to be communicated on a weekly basis to coaches prior to training
- Provide holiday training guides for each squad during the Term 3 and Term 4 break
- Ensure all coxswain's have completed the RV course prior to Term 4, Week 2
- Ensure that all coaching programs and training regimes recognise athlete's age, technical skills and commitments outside of the Rowing Program (i.e. participation in other sports)
- Source and make available opportunities for both coaches and students to develop their skills

Crew Selection and Talent Identification

In conjunction with the Coordinator of Rowing:

- Provide advice and support to the Coordinator of Rowing in the development, implementation and review of the Rowing Program's crew selection policy, contributing coaching expertise to support its fair and consistent application
- Attend and administer "seat racing" trials as part of the crew selection policy in conjunction with the relevant coaching staff
- Source opportunities for athletes to be identified and invited to participate in the Rowing Program
- In conjunction with the Coordinator of Rowing, select the crews in all facets of the Rowing Program

General

- The Head Coach and Boatshed Manager is expected to ensure that all rowing items (oars, boats, cox boxes, speed coaches etc.) are suitably appropriate for use and maximise the performance of the crew using the equipment
- The Head Coach and Boatshed Manager is to allocate all boats and oars to the necessary crews
- Assisting with supervision of students between training sessions
- Ordering and collecting the rowing shed breakfast provisions on a weekly basis
- The Head Coach and Boatshed Manager may be asked to complete other relevant duties as directed by the Coordinator of Rowing

Boatmans Duties

- Maintain all areas of the rowing shed and equipment to a safe, clean and efficient standard
- Develop a routine maintenance log for, rowing boats, ergs and motorboats
- Ensure that all motorboats are equipped with the required safety equipment and adhere to Maritime Safety standards
- Maintain the motorboat fuel supply
- Ensure maintenance of facilities are requisite with that of the College expectations for example, the workshop, kitchenette, boat-bay and strength and conditioning area
- Organise and oversee any necessary repairs to the properties of the St Patrick's rowing facility
- Assist coaches with "on the spot" repairs at trainings and regattas
- In conjunction with the Rowing Support Officer, open the boatshed prior to the sessions operation and close the boatshed at the end of the day
- Organise a plan, attend and administer boat trailer loading and unloading
- Tow boat trailer to and from all necessary venues (regattas, intensives, servicing etc.)

Student Management

- Model appropriate behaviours for coaches, in managing students and responding to issues which may arise in line with College expectations and policy
- Ensure the culture within the Rowing Program contributes to and reflects a culture of respect, enthusiasm and enjoyment

In addition to the core duties of the role, the following responsibilities apply to all employees of the College:

Policies and Procedures

The Head Coach and Boatshed Manager will manage and document all related policies and procedures to ensure they meet current legislative requirements, are aligned to the identified strategies of the College and will ensure all policies and procedures are reviewed within set parameters

Child Safety

The Head Coach and Boatshed Manager will comply with the school's child-safeguarding policy and code of conduct and any other policies or procedures relating to child safety, assist in the provision of a child-safeguarding environment for students, and demonstrate a duty of care to students in relation to their physical and mental wellbeing.

The Head Coach and Boatshed Manager will work collaboratively with the Principal and the Leadership Team to ensure the College meets its ongoing obligations in respect of child safeguarding initiatives including as required by the Child Safety Standards set out in the *Education and Training Reform Amendment (Child Safe Schools) Act 2015* (Vic), Ministerial Order 1359 and the EREA National Safeguarding Standards

Occupational Health and Safety

The Head Coach and Boatshed Manager will contribute, as required to ensure the College meets its health and safety duties and obligations under the *Occupational Health and Safety Act 2004* (Vic). This includes supporting the Principal or their delegate in responding to critical incidents and ensure alignment with relevant health and safety policies.

Risk Management

The Head Coach and Boatshed Manager will ensure all reasonable steps are taken to identify and manage foreseeable risks relating to the activities and operations of the College, including the development of risk management plans as required in accordance with College policies and procedures.

Other Duties

The Head Coach and Boatshed Manager will perform any other duties commensurate with their skills and experience which are required by the Principal or their delegate from time to time.

EXPERIENCE AND QUALIFICATIONS

- Working with Children's Check – Employee Status
- National Police Check
- Current First Aid Qualification
- Minimum, NCAS Level 2 Rowing Accreditation
- Boat Licence

KEY SELECTION CRITERIA

The following Key Selection Criteria will be used in the selection and appointment of this role. Candidates are to provide a written response as part of their application.

1. Understanding of and demonstrated commitment to the Catholic ethos and tradition of the College, and its Four Pillars – Faith, Tradition, Excellence and Joy.
2. Proven experience coaching secondary school rowing crews, with the ability to design effective training programs and apply a consistent coaching philosophy aligned with program success.
3. Strong interpersonal skills with the ability to engage rowers and families in matters of crew selection, performance improvement, and elite athlete pathways.
4. Sound knowledge of safety protocols for rowing and experience managing and maintaining rowing equipment and facilities, including identification and resolution of health and maritime safety concerns.
5. Demonstrated ability to manage logistics for training, intensives, and regattas.