



POSITION Description



Rowing Support Officer

Accountable to:	Principal
Line Manager:	Coordinator of Rowing
Direct Reports:	Nil
Tenure:	Casual
Hours:	Up to 10 hours per week
Classification:	Educational Services (Schools) General Staff Award 2020 Level 3.1 – Instructional Services Grade 2

POSITION SUMMARY

The Rowing Support Officer is responsible for assisting the Coordinator of Rowing and the Head Coach and Boatshed Manager in the daily organisation, implementation and delivery of the Rowing program. The role will be predominately weekday afternoons, Saturday mornings, regatta days and training camps.

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

Coaching

- Attendance at weekly rowing meeting with the Coordinator of Rowing and the Head Coach and Boatshed Manager
- Attendance at Regattas and training camps as required
- Coaching a crew/s as required (including covering absent coaches)
- Provide supervision of the rowing program under the guidance of the Coordinator of Rowing and the Head Coach and Boatshed Manager

Boatshed and Facilities

- Closing of the Boathouse as required
- Regular sweeping and cleaning of the Boathouse
- Assisting with the preparation and fueling of motorboats
- Assisting the Coordinator of Rowing and the Head Coach and Boatshed Manager with maintenance of equipment
- Assist coaches with “on the spot” repairs at trainings and regattas
- Assisting with travel requirements to and from regattas, including towing of the boat trailer and/or bus supervision

Student Management

- Supervision of students at the Boatshed
- Model appropriate behaviour 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

General

- The Rowing Support Officer is expected to wear College branded attire during the performance of their duties and will be provided with one College t-shirt and one College vest, at no cost. All additional College attire can be purchased through the School Services Administration Officer – Uniform Liaison and Reception.

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

Policies and Procedures

The Rowing Support Officer 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 Rowing Support Officer 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 Rowing Support Officer 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 Rowing Support Officer 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 Rowing Support Officer 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 Rowing Support Officer 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

It is anticipated that the Rowing Support Officer would have the following:

- Working with children check – Employee status
- National police check (current within 2 years)
- Current First Aid qualification
- A minimum NCAS Level 1 Rowing Accreditation
- A motorboat licence
- Rowing knowledge and some coaching experience
- Ability to work both independently and in a team environment

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. NCAS Level 1 Rowing Accreditation and experience as a rowing coach.
3. Demonstrated understanding of protocols regarding safety of rowers and protection of equipment.
4. Ability to engage with and support the boys in their rowing performance.

STATEMENT OF COMMITMENT TO CHILD SAFETY

St Patrick's College endorses, implements, and complies with the EREA Statement of Commitment to Child Safety.

St Patrick's College's commitment to child safety is based on the following overarching principles that guide the development and regular review of our work systems, practices, policies, and procedures to protect children from abuse.

1. All children have the right to be safe
2. The welfare and best interests of the child are paramount
3. The views of the child and a child's privacy must be respected
4. Clear expectations for appropriate behaviour with children are established in the Child Safety Code of Conduct
5. The safety of children is dependent on the existence of a child-safe culture
6. Child safety awareness is promoted and openly discussed within our College Community
7. Procedures are in place to screen all staff, external education providers, contractors, and volunteers who have direct contact with children.
8. Child safety and protection is everyone's responsibility
9. Child protection training is mandatory for all College Advisory Council members, staff, and volunteers
10. Procedures for responding to alleged or suspected incidents of child abuse are simple and accessible for all members of the College Community
11. Children from culturally or linguistically diverse backgrounds have the right to special care and support including those who identify as Aboriginal or Torres Strait Islander
12. Children who are vulnerable have the right to special care and support
13. Children who have any kind of disability have the right to special care and support

EMPLOYMENT AT ST PATRICK'S COLLEGE

Prospective applicants should consider that all employees at the College are expected to:

- Support the ethos and aims of Catholic education in the Edmund Rice Tradition
- Operate with Gospel Values of compassion, justice, truth and service at the core of your dealings with students, parents, staff and the wider community
- Have an awareness of, and support for, the Charter and key EREA policies, procedures and practices
- Be familiar with and have the ability to work towards achieving the goals outlined in the Strategic Plan
- Display a high level of professional competency and ensure that behaviour and personal presentation reflect the College's values and professional expectations
- Develop the notion of team wherever possible, encouraging cohesion and enthusiasm
- Be committed to self-development and ongoing professional development
- Be supportive of the social justice, cultural and sporting co-curricular programs of the College
- Have knowledge/awareness of Occupational Health & Safety, Equal Opportunity and Anti-Discrimination requirements applicable in the work environment