

POSITION DESCRIPTION



The Cathedral School
of St Anne & St James
T O W N S V I L L E

ROLE TITLE:

Head Rowing Coach

REPORTS TO:

Luke Bails (Principal)

Tonia Gloudemans (Deputy Principal)

Katrina Wilshire (Rowing Administrator)

INDUSTRIAL AGREEMENT:

The Queensland Anglican Schools Enterprise Agreement

COMMENCEMENT DATE:

October 2026

REMUNERATION:

Salary commensurate with qualifications, skills and experience, together with a motor vehicle allowance and phone allowance.

APPLICATION CLOSING DATE:

Applications will be reviewed as they are received, and the School reserves the right to appoint prior to the closing date.

ORGANISATIONAL ENVIRONMENT:

The Cathedral School is an Anglican co-educational school of approximately 1200 students from six weeks old to Year 12 including 150 boarding students from Years 7 to 12.

MISSION:

The mission of The Cathedral School is to be a caring, Christian community in which students are challenged and inspired to explore, learn, and grow so they will be equipped to make wise decisions as informed members of society.

AIMS:

1. To be a centre for academic excellence.
2. To encourage an understanding that the spiritual and moral aspects of life are central to our humanity.
3. To affirm the unique worth of the individual.
4. To inspire our students through creative, purposeful, enjoyable learning, to reach their full potential.
5. To develop attitudes which are anticipatory, visionary, and reflective.
6. To educate our students to be discerning, sensitive, and responsible.

ORGANISATIONAL EXPECTATIONS:

All employees are expected to conduct themselves professionally, ethically and responsibly in a manner that upholds the ethos and reputation of the School. Employees must treat students, families, colleagues, contractors, volunteers and the wider school community with courtesy, fairness and respect, and contribute to a safe, inclusive and child-safe environment.

Employees must comply with the School's policies, procedures, lawful and reasonable directions and organisational practices, including the Staff Code of Conduct – Student Safety and Wellbeing, Student Safety and Wellbeing Manual, Dress Code, Work Health and Safety requirements, privacy and confidentiality obligations, and mandatory training relevant to their role.

Employees must perform their duties to the best of their ability, be accountable for their conduct, decisions and performance, act honestly and in good faith, work collaboratively, and contribute positively to the School community.

The Cathedral School is committed to the safety, welfare and wellbeing of children and students. Employees must promote and protect student safety, maintain appropriate professional boundaries, exercise duty of care and supervision, and promptly report concerns, allegations, disclosures, risks or breaches in accordance with school procedures and applicable legal requirements.

Employees must complete annual induction and mandatory training, follow school procedures, take reasonable steps to prevent foreseeable risk of harm, and escalate concerns where a student's safety, welfare or wellbeing may be at risk.

As a condition of employment, employees must hold and maintain all qualifications, registrations, suitability clearances and authorities required for their role, including, where applicable, Queensland College of Teachers registration, a current Suitability Notice (Blue Card), National Police History Check, First Aid and CPR certification. Proof of qualifications will be required prior to commencement.

Employees must ensure they are fit for duty, take reasonable care for their own health and safety and the health and safety of others, and comply with work health and safety legislation, risk management processes and incident reporting requirements.

Confidential, personal and sensitive information obtained through employment must only be accessed, used, stored or shared for legitimate school-related purposes. Employees must not disclose information to unauthorised persons or use it for personal advantage, to benefit another person, or in a way that may cause harm or detriment to any person, body or the School.

Employees must communicate professionally, respectfully, accurately and in a timely manner, use approved school systems and processes where required, and maintain appropriate confidentiality in all dealings with students, families, colleagues and external parties.

Employees may be required to undertake duties outside their usual role or specialism, provided those duties are lawful, reasonable and within their skills, competency and capability. This position description is a guide only and is not intended to be an exhaustive list of duties.

PRIMARY ROLE PURPOSE:

The Head Rowing Coach position is a full-time position. The position is responsible for:

- Proactively promoting and encouraging interest in the school's rowing program.
- Maintaining a program that provides rowers at all levels with the opportunity to excel.
- Working with our high-performing rowers to support them to reach their potential.
- Creating strong training programs both on and off water.
- Work with the school's Rowing Administrator and Assistant Coaches.
- Ensuring clear and effective communication with all stakeholders involved in the rowing program.
- Working with the Rowing Administrator and Risk and Compliance Manager to manage and mitigate risk within the rowing program, ensuring a safe and supportive environment for all.

The position is required to support the school's rowing program providing Learn to Row sessions for Year 7 and 8 students and preparing a squad for the formal competitive inter-school program (Years 7 to 12) between April to August each year. From October to March the role will focus on preparing our senior rowers for the Australian Championships.

This is a hands-on position where the successful applicant is expected to be on the water coaching for all water sessions. The Head Rowing Coach is expected to drive a trailer and boats from Townsville, North Queensland to State and National Championships. This position is expected to support the school community (Principal, staff, students, and parents) in the continued promotion of the philosophy of the school, which is founded on the Mission Statement.

RELATIONSHIPS AND AUTHORITY:

The position is responsible to the Principal through the Rowing Administrator and is expected to work in consultation with all members of the school. The Employees at this level are responsible and accountable for their own work.

Employees are required to work with little or no supervision. Performance is measured against the achievement of targets, introduction of new initiatives and the overall performance of the sections controlled.

Problems are solved by reference to established practices and procedures, and the application of initiative or judgement in applying them or by reference to the Rowing Administrator.

The position involves a high level of communication skills via telephone, email, correspondence or in person with staff, students, and parents.

Employees at this level will be responsible for the supervision and training of staff in their area of responsibility.

SKILLS AND KNOWLEDGE:

ESSENTIAL CRITERIA

The Head Rowing Coach will be required to meet the following Essential Criteria and actively work towards obtaining the desired Competencies, Knowledge & Skills.

Qualifications

- Coaching Level 2 or equivalent or hold a Coaching Level 1 and be working toward a Coaching Level 2.
- Minimum 3 years as a professional rower.
- Marine licence.
- Driver's licence (Ability to obtain MR/HR licence is desirable).
- Current First Aid / CPR certificate are required and must be kept up to date.
- Current Suitably 'Blue Card' – Working with children check.

Competencies, Knowledge & Skills

- A sound understanding of the content and structure of the rowing competitions in Australia, contemporary learning theory and appropriate means of instructing students, monitoring, and assessing student achievement and participation.
- Demonstrated interest in competitive rowing.
- High level of interpersonal skills to relate to adolescent young people and their parents.
- Ability to organise, motivate and relate to young people.
- Ability to work autonomously.
- Strong and proven communication skills, both oral and written, and the ability to communicate effectively with a wide range of individuals including teachers, parents, and students.
- Proficient ICT skills and the ability to utilise appropriate applications for teaching, learning and administrative purposes.
- Analytical risk assessment skills and the ability to prepare risk assessments and minimise risk exposure
- Excellent organisation skills.
- Must be able to work in a team environment and support the Christian ethos of the school.
- Ability to demonstrate maturity, flexibility, creativity, and initiative within the work role.
- Good understanding of occupational health and safety and anti-discriminatory practices.

KEY ACCOUNTABILITIES:

The Head Rowing Coach will be required to perform the following key accountabilities:

LEADING AND PLANNING

- Lead and run a structured rowing program fostering a cohesive, collaborative and supportive environment.
- Promote and encourage growth and interest in the sport of rowing within the school community by developing a grass roots program based on participation and enjoyment in the sport.
- Coordinate rowing activities.

- Work with the Rowing Administrator to develop viable, objective, and consistent criteria for team selection, safeguarding the fair and equitable treatment of students. Ensure this process is well communicated to students and parents.
- Communicate with rowers in a consistent and positive manner around selection and improvement areas for the individual and team.
- Conduct and prepare risk assessments to minimise risk exposure and promote safe practices within the program.

PROGRAM

A great program begins with community and connection.

- Operate the school rowing program including learn to row and conduct training sessions for students selected for the rowing program.
- Regularly communicate with coaches, rowers and their families to build a connection and cohesion.
- Coaching of students using aluminium boats.
- Ability to pitch rowing boats.
- Attend all rowing training sessions, regattas, and camps.
- Maintain the rowing sheds, storerooms, and equipment.
- Provide a safe environment for students to learn new skills and discover personal limits and to grow as individuals.

COACHES

- Undertake rowing coaching.
- Supervise assistant coaches.
- Work with the Rowing Administrator to appoint coaches and allocate coaches to crews based on experience and availability.
- Utilise risk management and safety strategies when conducting sessions.
- Give guidelines to assistant coaches and rowers on action to be taken in case of an accident or incident, ensuring the correct application of procedures and use of safety equipment at all times.

FACILITIES

- Ensure the availability and upkeep of all safety equipment (e.g. adequate First Aid Kits, etc.) at the rowing shed, training camps and regattas.
- Maintain the school's equipment inventory and registration.
- Organise the maintenance and repairs of all rowing and coaching equipment and trailers.

OTHER

- Provide a role model for students and encourage students to participate in all aspects and activities whilst attending training sessions.
- Assist in student welfare and monitor heat/sun exposure of students.
- Work as part of the team to achieve the aims and objectives of the school and develop cooperative relationships that ensure the smooth operation of School's rowing program.

WORKPLACE HEALTH & SAFETY

- Be aware of the school's WHS Management System.
- Perform all work and associated functions in a safe manner.
- Comply with all documented WHS policies, procedures, work instruction and verbal instructions issued by the organisation or its officers.
- Correctly use and maintain all personal protective clothing and equipment supplied by the organisation.
- Identify hazards, conduct risk assessments, and take corrective action to eliminate hazards where possible in the workplace, and / or to report hazards and risks in accordance with WHS procedures.
- Establish and maintain a high standard of housekeeping and cleanliness within individual work areas and on the school's property generally.
- Report and assist with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage.
- Attend any team talks or specific training supplied by the school.
- Be familiar with the location of first aid equipment, fire protection facilities and evacuation procedures.
- Work in a manner that will not endanger yourself, other employees, or the general public.

CONSIDERATIONS FOR ASSESSMENT OF PHYSICAL JOB FITNESS:

The position will require of applicant:

- A high level of strength and cardiovascular fitness to allow participation and demonstration of activities.
- Sound visual motor coordination skills participating in rowing activities.
- Capacity for grip patterns required for repetitive handling of equipment.
- Ability to lift and carry heavy and/or awkward loads with no assistance (up to 20kg).
- Ability to sustain constant dynamic standing throughout the day with minimal sitting breaks. Symmetry, range, and discomfort with movements of the spinal and peripheral joints, including hips, knees, ankles, shoulders, and wrists.
- Sufficient visual and auditory function to enable interaction and response to students.

FUNCTIONAL JOB REQUIREMENTS:

Critical job demand descriptor	% of time the task is performed	Task
Constant	>66%	Continual walking around areas with even and uneven surfaces Auditory Functions – talking, directing, correcting etc. Visual Functions – supervising students and monitoring surroundings.
Frequent	34%–66%	Standing – Dynamic Reaching

Critical job demand descriptor	% of time the task is performed	Task
Frequent	34%–66%	Handling Carrying – equipment etc Fine Motor control Arm-Hand Steadiness
Occasional	5%–33%	Sitting Standing – Static Pushing / Pulling Lifting Balancing – above ground Kneeling Stooping / Crouching Driving

APPLYING FOR THE POSITION

Applicants wishing to apply for the position are required to submit a **cover letter** and **resume** outlining their experience providing 3 work references to which the school can contact. We will assess applications as they arrive, so please apply today!

All staff at Cathedral are expected to support the philosophies of the school, must either hold or be able to obtain a Blue Card and/or be registered with the Queensland College of Teachers. Applicants will be subjected to blue card screening, referee checks, identification verification, and will be required to disclose any information relevant to their eligibility to engage in activities involving children and young people.