



## Position Description

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<b>Position:</b>	<b>Assistant Rowing Coach</b>
<b>Appointed by:</b>	<b>The Principal and the Director of Rowing</b>
<b>Responsible to:</b>	<b>The Director of Rowing</b>
<b>Location:</b>	<b>Garnsey Campus and Rowing Shed</b>

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### 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**

Your role as an Assistant Rowing Coach in the Gippsland Grammar Rowing Program will require your initiative, a responsible and professional approach, reliability and time management to ensure the smooth and efficient running of the school rowing program.

## **Requirements, Duties and Responsibilities:**

### **1. Day to Day Responsibility**

- a) Ensuring the safety of every student during all training activities, including all land training and water training activities.
- b) Managing the behaviour and enforcing the dress code of students in your care, on and off the water as required.
- c) Attending all scheduled training sessions, camps, regattas, boat loading/unloading, rowing functions and coaching meetings (weekly) as described in the rowing calendar and your individual timetable.
- d) Recording, assessing and provision of performance management to aid student progress through regular feedback - the use of video analysis (for scullers) and/or voice recordings (for coxswains) is expected.
- e) Security, maintenance and care of all rowing equipment – notifying the Director of Rowing/Boatman of any necessary repairs required or damage sustained. This will include routine equipment inspections and maintenance. You will be expected to perform basic boat maintenance or repair procedures.
- f) Using your experience and expertise to coach the students in best practice to achieve the technical model as prescribed by the Director of Rowing.
- g) Promotion of good practice to guide and educate the students in personal fitness/training load management, including strength and conditioning, flexibility, nutrition, rest and recovery in line with the training provided by our Strength and Conditioning coaches.
- h) Providing administrative, logistical and practical support to the Director of Rowing as and when required. Specific responsibility for aspects of the program will be allocated to you depending on prior experience.
- i) To 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.
- j) Contribute to the success of the program through coaching team meetings, implementation of the training plan and technical model and the promotion of the values and aims of the program. You are actively encouraged to use your experience, initiative and creativity to add value to the program in day to day training and in the long term.

### **2. Specific Activities within the Role**

- a) On-water coaching of Novice, Junior, Intermediate and Senior crews
- b) Off-water coaching of Novice, Junior, Intermediate and Senior students in land training sessions (Strength and Conditioning, Ergs, Flexibility and Mobility sessions)
- c) Coordinating and Coaching Year 7 students as part of the 'Rowing in PE' program, in liaison with school PE Staff.
- d) Coordinating and Coaching staff members in the 'Staff Rowing' program
- e) Organising and helping to run the House Rowing regatta



- f) Regatta management – including preparation of entries; racing timetables; coordinating boat loading, rigging and derigging; managing students on the day at the regatta; checking equipment is 'race ready' including gearing oars and adjusting the rigging if necessary.
- g) Regatta coaching – teaching coxswains the circulation pattern and traffic rules; briefing crews pre-race; viewing and analysing races, recording times and splits; debrief crews post-race.

### **3. Professional Responsibilities**

- a) Work collaboratively as a member of the rowing team to ensure best possible outcomes for students/staff/school.
- b) Actively engage in professional development activities and contribute to improved professional skills, pastoral skills and knowledge.
- c) Actively engage in Team and Staff meetings.
- d) Adhere to and abide by the expectations set out in the School's policies and procedures, including Gippsland Grammar's Guidelines for Professional Behaviour.
- e) Compliance with the School's OHS requirements and other requirements (including in respect to anti-discrimination), as mandated by legislation.

### **4. Child Safety**

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

- a. Behave as a positive role model to students, including through words, conduct and actions.
- b. Actively promote the safety, welfare and wellbeing of students.
- c. 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.
- d. Act consistently (both in person and in the online environment) with the School's student safety and wellbeing strategies.
- e. 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).
- f. Encourage and support students who raise safety concerns (including about actual and suspected child abuse or reportable conduct).
- g. Provide age-appropriate supervision for students.
- h. Comply with any directions, guidelines, policies, procedures and rules promoted by the School with respect to student safety.



- i. Knowledge understanding and adherence to all School and staff obligations regarding student safety, including Ministerial Order 870 – Child Safe Obligations other child safe requirements mandated by legislation (as amended from time to time).
- j. Commitment to providing a child safe environment and child safe conduct in all aspects of employment at the School.
- k. Comply with all aspects of the School's Child Protection Program, including the School's Child Safe Policy Statement and Child Safety Staff Code of Conduct.
- l. 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.
- m. Complete annual training in Child Safety as required.

#### **5. 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.

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

#### **6. Co-curricular and other duties**

- a) Be routinely involved in the co-curricular program, which may include activities that extend beyond the 'normal' school day.
- b) Attend School and Rowing meetings as required
- c) Complete administrative and operational tasks within the Rowing department

#### **Professional and Personal Development**

Our Director of Rowing will be actively involved in your continued professional development throughout the season. Regular meetings will be held with the coaching team, or on an individual basis if required, to ensure you are receiving the support needed to progress as a professional. Clear and consistent guidelines will be provided to aid this progression. You will also have the opportunity to train as an athlete yourself and develop your personal rowing skills, if you wish to, with coaching provided by the Director of Rowing on request.



Your success in the program and enjoyment throughout the season is determined by your willingness to push your own limits, your ability to earn the respect of the staff and students you work with and the approach you take to your time living and working in Sale. Be prepared to ask for support, help and guidance. Make use of the resources at your disposal and take advantage of opportunities as they arise. Your ability to make good decisions using your initiative is key.

### **Statement of Commitment to Child Safety**

Creating and maintaining a student safe culture requires input from the entire School community. Our aim, is to provide a safe environment that aligns with the core values of academic care at Gippsland Grammar; compassion, leadership, excellence, respect and responsibility.

To achieve this, we promote a model of education where students are understood not just as learners, but as an integral part of the School and broader community. As such, we value wellbeing and resilience, celebrate diversity, and embrace a growth mindset, through classroom experiences, and in our approach to academic care, practices policies and procedures.

The commitments, values and principles which guide the School are further outlined in the School's Child Protection and Safety Policy (a copy of which is available on the School's website).

*If applying for a position, please note that Gippsland Grammar is a child safe environment. Every child has a right to be safe, and at the School, we take a zero-tolerance approach to any behaviours that jeopardise student safety (including child abuse and reportable conduct).*

*As such, preferred applicants will be subject to child protection screening, background and reference checks, verification of identity checks and must adhere to the School's child safe practices, as outlined in the Child Protection Program policies on the School's website.*

### **Key Selection Criteria**

#### Qualifications

- 1 Bachelor's degree or tertiary qualification
- 2 Evidence of completed First Aid Training – Apply First Aid HLTAID003 or higher level (or willingness to obtain).
- 3 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) Satisfactory National Police Check.
- b) Current and valid employee level Working with Children Check (**WWCC**).
- c) Exhibit personal behaviour reflective of the Anglican ethos of the School, and which aligns with the School's Vision, Mission and Values.
- d) Eligibility to obtain a Temporary Activity Visa (class 408)

#### Desirable Criteria

- a) Knowledge and experience in rowing, specifically sculling or coxing
- b) Experience and/or qualifications coaching rowing (desired but not essential)
- c) Experience in managing or coordinating a rowing squad or program (desired but not essential)
- d) Willingness to learn and adapt
- e) Excellent organisational skills and a team work ethic
- f) Ability to engage and maintain professional relationships with members of the School community

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