



## Position Description

# Head of Rowing

Roseville College is an established, respected independent day school for girls in Preparatory to Year 12, centrally located in Roseville on Sydney's North Shore since 1908. Ours is a learning community where girls and staff are truly known, and where every individual is valued. Our vision, to raise future-ready women who lead proficiently with strong character, is underpinned by the Christian faith.

The Roseville College staff comprises visionaries, innovators, pioneers and co-learners, who appreciate this as a meaningful, inspiring and progressive workplace where they are enriched, equipped and empowered for a fulfilling career and to make a positive impact on student generations.

### Broad objective

The Roseville College Rowing program rows out of North Shore Rowing Club on the Lane Cove River and competes in Rowing NSW Schoolgirls regattas, interstate and national events. The Head of Rowing plays a significant role in the leadership, development and management of the rowing program that aims to grow each individual and crew in their skills and development within the Roseville College sporting program. The Head of Rowing role also encompasses the responsibilities of overseeing the management and implementation of the rowing training structure in collaboration with the Junior and Senior Lead Rowing coaches, the management of the boat shed including communication with North Shore Rowing Club as well as the oversight of the Roseville College Rowing Parent Supporter Group.

### Key relationships

Deputy Principal  
Director of Co-Curricular  
Director of Sport and PDHPE  
Head of Sport  
Rowing Coaches  
Rowing Students  
Rowing Parents  
Fitness Staff

### Reports to

Head of Sport

### Direct reports

Senior Lead Coach  
Junior Lead Coach  
Learn to Row Lead Coach  
Rowing Coaches

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## Key responsibilities

### Leadership

- Support the mission and values of the College in developing and mentoring our students to reach their full potential as athletes and young people.
- Work collaboratively with all members of the Roseville College community.
- Lead, develop, and manage the rowing program for all levels, including introduction through learn to row demonstrating strategic thinking and forward planning aligned with Roseville College values and Strategic Direction.
- Ensure the efficient and effective operation of the Roseville College rowing program, and facilitate constructive channels of communication with rowers, parents, coaches, and staff of Roseville College.
- Ensure a positive relationship is maintained between Roseville College and North Shore Rowing Club.
- Represent Roseville College Rowing in the wider community including but not limited to Rowing NSW and the Independent Girls School Sporting Association, including attendance at relevant meetings and events
- Oversee and attend all Roseville College Rowing Parent Support Group meetings and maintain the productive partnership with the College and parent community
- Design and implement a strategic plan for the rowing program, ensuring continuous growth, inclusivity, and high performance, in consultation with relevant College staff
- Support and guide student-athletes in their individual and collective development, promoting excellence in both sport and personal growth.
- Regularly evaluate and report on the program's performance, providing recommendations for future improvements.
- Manage all aspects of the rowing budget in relation to expenses and fees received with support from the Head of Sport and in collaboration with the treasurer of the Roseville College Rowing Parent Support Group

### Administration

- Finalise and manage the calendar of events for each rowing season, and ensure these are appropriately added to Clipboard and the College master calendar
- Liaise with parents regarding all information for the season including students and parent expectations, training times, regattas and events etc.
- Organise regular communication to students and parents through appropriate means including through the weekly newsletters, email and Clipboard.
- Manage student attendance, behaviour and uniform expectations aligned with College policies and protocols
- Organise transport bookings and logistics for students for all training, regattas and camps.
- Organise boat transport to and from trainings, regattas, and camps. Assist with towing the trailer as required.
- Complete all administration related to regatta entries
- Plan, organise and facilitate the Roseville College Rowing Camp including communication and collaboration with all relevant stakeholders
- Plan, organise and facilitate the Roseville College Regatta in collaboration with the Rowing Parent Supporter Group.
- Coordinate the organisation of the many functions and events throughout the season including the End of Season Dinner.
- Purchase any required equipment with money fundraised, in consultation with the Deputy Principal and Director of Business Services.
- Contribute to College publications for rowing achievements and updates for marketing purposes.
- Keep thorough records.

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## Coaching and Maintenance

- Recruit, appoint, induct and appraise rowing coaches in conjunction with the Principal, Director of Co-Curricular and Head of Sport (or delegate).
- Oversee the leadership and development of coaches of all crews and provide training and support as required
- Liaise and communicate with rowing coaching staff regarding availability, programming, expectations, and other required information.
- Overseeing the development, implementation and evaluation of a comprehensive rowing program for all age groups to ensure the progression and achievement of all crews
- Liaise with College Fitness staff in the provision and delivery of appropriate fitness programs
- Manage the rostering and allocation of coaching staff as appropriate across all crews and ensure these hours are correctly submitted and approved in Clipboard
- Ensure that coaches are informing you of any health or pastoral care related issues with the athletes and act upon this information as required, aligned with College policies and protocols
- Manage crew selection process and timelines to ensure fair rowing crew selections are conducted, in conjunction with the Lead Rowing Coaches
- Actively attend training sessions to oversee all programs and to develop rapport and relationships with all athletes and coaches
- Attend all regattas and activities associated with regattas, including boat loading and unloading.
- Build positive relationships with the students and create an environment where each individual feels valued and supported
- Provide expert coaching and feedback to all rowers and coxswains, focusing on technique, fitness, mental preparation, and teamwork.
- Oversee the running of Roseville College boat shed and management of the Roseville College boat fleet, organising or completing any repairs or maintenance as required

## Child Safety

- Uphold the highest standard of child safety culture and awareness.
- Report all concerns regarding the safety of our students to the Principal or their delegate, in accordance with the College's child protection policies.
- Develop and maintain a thorough understanding of child protection obligations by reviewing the College's child protection policies and completing mandatory induction and ongoing training.

## Risk and Compliance

- Adhere to the College's policies and procedures, importantly the Critical Incident Management Plan, Work Health and Safety (WH&S), code of conduct, child safety and emergency response practices.
- In addition to the mandatory duties and obligations imposed by the statutory requirements, the Head of Rowing must be familiar with the Work Health and Safety Act 2011 and the sport's specific By Laws and Workplace Health and Safety – Risk Assessment requirements.
- The Head of Rowing must ensure that no employee, student or volunteer is required to undertake a task without adequate safety instructions and job specific training, reporting all hazards and incidents through the required processes.

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## Additional responsibilities

- Fulfil the requirements of this position description and other duties as reasonably required from time to time.
- Any other ad hoc requests per the needs of the College or at the request of the Principal or delegates.
- Consistently uphold Roseville College's values and comply with all school policies and procedures

## Qualifications, skills and experience

- Proven experience leading and coaching rowing programs, designed in accordance with relevant rowing training methodology and training principles, with a demonstrated ability to develop athletes at various levels.
- A deep understanding of the sport of rowing, including technical expertise, training methodologies, and competition strategies.
- A demonstrated commitment to fostering an inclusive, supportive, and high quality sporting environment.
- Thorough understanding of the requirements and motivators of school aged athletes, coaches and volunteers as well as participation in their skill development and growth.
- Strong leadership, organisational, interpersonal and communication skills, with a collaborative and positive approach to working with a diverse range of stakeholders including students, parents, staff, and external partners.
- Ability to manage logistics, equipment, and resources efficiently including the ability to plan and manage a budget within a school sporting context.
- Ability to manage the workflow and proactively resolve issues in an efficient manner, or escalate appropriately as required.
- Highly organised with excellent attention to detail with the ability to identify priorities.
- Ability to lead and work in a team; as well as being self-motivated and able to work autonomously.
- Relevant coaching qualifications (e.g., Rowing Australia or equivalent) and first aid certification.
- Hold a Current NSW Drivers and Boat License. Bus license is highly desirable
- Previous experience in a similar role within a school or rowing club.

## Essential characteristics

- Actively supportive of the Christian mission and values of the College.
- Exceptional interpersonal and communication skills in dealing with students, parents and staff.
- Highly organised with excellent attention to detail.
- Adaptable and able to work well under pressure.
- Ability to understand the complexity of situations and recognise the broader implications.
- Emotional resilience and conflict resolution skills
- Customer focused and results driven.
- Initiative and solutions focused towards problems
- Innovative.
- Demonstrated integrity and commitment to a similar role.
- Approachable, collegial and collaborative.



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Our rowing program includes up to six training mornings or afternoons per week both on the water and with fitness sessions at the College, in addition to weekend and holiday commitments with regattas, events and training intensives. With these hours and split shifts, there is the opportunity to have flexibility to hours in the off season whilst maintaining contact with the College and ensuring rowing has a year-round presence and point of contact on campus.

This position description is subject to change based on College requirements.

Roseville College is a member of the Anglican Schools Corporation (ASC).