POSITION DESCRIPTION

POSITION: Director of Rowing
STATUS: Contract Position – 5 years commencing Term 3, 2013
TIME: Full time (1.0FTE). Includes 0.5FTE teaching load.
LOCATION: Torrens Park Campus, Carruth Road

POSITION CONTEXT:
Scotch College Adelaide is a Preschool to Year 12 co-educational day and boarding school affiliated with the Uniting Church of Australia. The College has a balanced enrolment, with up to 975 students, including a maximum of 108 boarders and 50 international students. The College is organised into three schools; the Junior School (Preschool to Year 6) located on the Junior School campus in Mitcham, and the Middle School (Years 7 to 9) and Senior School (Years 10 to 12), both located on the Torrens Park campus. The College also owns and operates an environmental educational facility (Kyre Campus) on Kangaroo Island, a remote Outdoor Education facility (Goose Island) and two off-campus rowing facilities (West Lakes & River Torrens). The College has a well-established ICT focus with all students from Years 7 to 12 using notebook computers in the classroom. The College has a focused program of Positive Psychology.

LINE MANAGEMENT:
- Reports to the Head of Senior School.
- Ultimately responsible to the Principal as CEO of the College.

COLLEAGUES:
- Immediate team: rowing coaches (contracted) and teaching faculty.
- Regular liaison with Director of Sport & Activities, staff within the Development Office and Administration, rowing parents.
- Liaison with other College staff (teaching and non-teaching)

DUTIES AND RESPONSIBILITIES:

Rowing:
- Continue to develop a rowing program ethos that is congruent with the tradition and direction of the College.
- Coordinate students, staff, parents and coaches to ensure Scotch College crews reach their rowing performance potential.
- Recruit, manage and support the paid casual rowing coaching staff.
- Take responsibility for the mentoring of coaches and assisting in their professional development.
- Maintain safety procedures, risk assessment and policies for all personnel involved in the sport. Attend all water sessions and establish, monitor and maintain safety standards relevant to the sport.
- Continually plan and review the financial management of the program to identify means of maximising the effectiveness of the program.
- Liaise with HR/Payroll regarding the employment and remuneration of all rowing coaches.
- Manage the purchase and maintenance of all College rowing equipment.
- Plan and manage all aspects of Scotch College rowing camps.
• Maintain cooperation with the South Australian Rowing Association.
• Maintain cooperation with, and participate in, the Directors of Rowing Committee.
• Coordinate the transport of equipment to and from trainings, regattas and camps.
• Lead and maintain a positive relationship with the rowing parents committee.
• Coordinate the bus transport arrangements for Scotch College rowers to and from training.
• Oversee the selection of crews.
• Determine specific training goals and performance levels for each section of the boat club.
• Communicate clearly with all sections of the rowing community.
• Ensure that crews have the opportunity to participate in a range of regattas throughout the season.
• Advise on other matters relating to competition including; injury prevention and management, nutrition and recovery.
• Determine and oversee an appropriate winter training program.
• Maintain cooperation with, and participate in, the meetings and activities run by the Scotch College Physical Activities Faculty.
• Ensure a balance between enjoyment and standards amongst all rowing crews.
• Contribute to the planning and organisation of rowing events and associated fundraising.

Teaching:
• Undertake teaching, as negotiated with the Principal
• Establish and maintain an inspiring, well-organised and stimulating learning environment.
• Differentiate the teaching program/approach to cater for the needs of all students.
• Integrate Positive Education principles and approaches into learning programs.
• Incorporate ICTs in teaching and learning
• Assist and encourage all students to achieve their personal best. Liaise with specialist/support staff as required to support students.
• Contribute to the co-curricular activities of the College.
• Participate in Outdoor Education programs.
• Assess students as required by the College and maintain appropriate records. Write formal reports to parents each semester.
• Conduct formal parent interviews in accordance with the College’s schedule and other parent meetings as required or requested.
• Act as an excellent role model for students, colleagues and parents; always representing the College in a positive and professional manner.
• Attend all staff meetings.
• Attend College functions and events when required.
• Demonstrate a commitment to one’s own professional learning, including undertaking regular professional development activities in relation to the requirements of this role.
• Undertake other duties as required.
QUALIFICATIONS:

• Relevant qualifications and experience in relation to the position of Director of Rowing and the teaching responsibilities required by the position.

• Must be registered to teach in South Australia (or able to obtain registration prior to the agreed commencement date), have a national police check, have completed training in Childsafe Environments (formerly known as Mandatory Notification) and First Aid (BELS).

PERSONAL ABILITIES/APTITUDES AND SKILLS:

• Excellent interpersonal skills, including an open and friendly disposition and the ability to listen effectively.

• An independent worker with demonstrated self-motivation and initiative in setting goals, creating solutions, and managing multiple tasks

• Superior organisational ability, including the ability to organise others in a positive and effective manner.

• The ability to communicate with, and relate effectively to, students and parents from a range of backgrounds to ensure that their needs are met.

• Outstanding verbal and written communication skills.

• Ability to develop and maintain positive relationships with key stakeholders within the College community.

• Demonstrated ability to work as an effective and constructive team member and a willingness to fully participate in College Activities.

• Ability to develop, promote and implement new and creative initiatives.

• Demonstrated personal resilience, including the ability to work under pressure and manage stress effectively.

• A high level of energy and vitality and enthusiasm for education and the well-being of young people.

• A high degree of confidentiality and professional judgement.

• A sense of humour.

EXPERIENCE:

• Proven experience in leading a successful rowing program.

• A history of delivering outstanding educational outcomes in a relevant discipline.

• Proven experience in the use of MS Office and classroom-based ICT tools.

KNOWLEDGE:

• Knowledge of ICT developments and tools relevant to teaching.

• Knowledge of current best practice in management of student relationships and behaviour.

• Knowledge of Protective Practices for staff in their interactions with children and young people (DECS 2011 Guidelines for staff working or volunteering in education and care settings)

SPECIAL FEATURES OF THIS POSITION:

• Must hold a current drivers’ licence and be able to tow a boat trailer.

• Out of hours work will be required.

Authorised by the Principal 11 April 2013