

Position Description

Head Coach - Rowing

OVERALL PURPOSE OF THE POSITION

The Head Coach – Rowing is a member of the Barker Sports Department which is inspired at all times by the core Barker values (Commitment, Compassion, Courage, Integrity, and Respect). Each staff member participates in the effective management of the sports program of the College as an integral part of the Barker community. As the Head Coach - Rowing, you have responsibility for managing the Rowing Program at the College.

Through a strong understanding of College policy and process, you will facilitate the Rowing program in line with the strategic intent of the Sport Department. You will work closely with the Rowing Coordinator, Head of Sport, the Directors of Sport - Operations, Rowing Coaches and S&C Staff.

The logistical responsibilities of the role include the following core functions:-

- Management and oversight of the Rowing Program at the College
- Management and maintenance of the fleet and equipment
- Sourcing appropriate staff for the program
- Management of logistics within the program
- Implementation of College policy and process through the program
- Pastoral care & student welfare management

PRIMARY DUTIES & RESPONSIBILITIES

Program Responsibilities:

- Ensure the delivery of an appropriate rowing program program, through effective planning, coaching, leadership and communication
- To accompany and be responsible for students at training, regattas, and camps in conjunction with the Rowing Coordinator
- Facilitate the implementation of on and off water sessions
- Provide technical on-water instruction and feedback to students appropriate for their age and competitive level
- Assist, when necessary, with the entry of students into regattas
- Facilitate training days and times through communication with the Boatshed and the Director of Sport – Operations and the Rowing Coordinator
- Ensure that appropriate equipment, staff and travel logistics are prepared for each training session
- Ensure that all boats are correctly rigged and set up for use each session
- Develop and implement a preventive maintenance plan to ensure that the fleet and associated equipment is maintained to a high standard
- Ensure that all boats meet Rowing NSW and Rowing Australia safety standards (heel ties, bungs etc.) and work and manage the correction of any issues
- Manage the movement of equipment for camps and regattas
- Drive the School Rowing ute, as required, for camps and/or regattas
- Provide the Head of Sport with recommendations, where appropriate, on policies and procedures that may assist the program
- Ensure acceptable and appropriate School clothing and footwear is worn within the program
- Risk assess and ensure safe practice is implemented for any rowing sessions

- Implement a Rowing induction program for staff and students in relation to safe use of the facilities and equipment

Administration

- Facilitate the use of Clipboard Software to manage the training timetable, student attendance, medical information and any incident or accident
- Contribute to the Rowing Handbook and use processes, policies and guidelines within when completing staff inductions
- Contribute to the Parent and Student version of the handbook each year, outlining the Rowing Program
- Complete all necessary risk management tasks in relation to the Barker Sport Risk Management Process and College and Industry requirements
- Communicate with and ensure that the Sports Administrators facilitate any necessary administration tasks in line with College expectations
- Facilitate casual employee inductions prior to commencement of work at the College
- Ensure parents and students have accurate and timely communication regarding the Rowing Program through approved channels

General

- In collaboration with the Head of Sport, seek professional development opportunities for Rowing staff
- By example, set a standard by which the Program and associated factors will operate
- Keep the Rowing Coordinator, Director of Sport – Operations and the Head of Sport informed of necessary matters pertaining to the Rowing Program through regular meetings and communication
- Lead, develop, mentor, challenge and inspire our students to have a passion for Cocurricular involvement, utilising a range of strategies to ensure students reach their full potential, with a focus on teamwork and genuine sportsmanship
- Work collaboratively with the Rowing Coordinator to assist with coaching and mentoring casually employed and permanent staff, including observation, feedback, individual development plans, training and education
- Understand the importance of student health and wellbeing and workloads and provide appropriate support when necessary
- Encourage high standards of student dress, punctuality, and behaviour and reinforce the role of each coach in managing these
- Wear appropriate uniform and make sure your personal presentation is in line with the occasion and College guidelines
- If necessary submit articles for the weekly Bulletin or the termly The Barker publications
- Communicate directly with Heads of House regarding student matters
- Monitor and follow up injury and accident reports

SKILLS ESSENTIAL TO THE JOB

- Appropriate Rowing qualifications
- Boat licence
- High level of organisational skill
- Capacity to work collaboratively as a member of a team

- Ability to learn and use a range of applications and School related software
 - Highly refined communication skills, both written and oral.
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ESSENTIAL PERSONAL ATTRIBUTES

- Intelligent, lateral thinker
 - Exceptional personal standards of honesty, integrity and professionalism
 - Strong service orientation with the ability to foster a strong service culture
 - Strong leadership skills, underpinned by a genuine interest in people
 - Excellent presentation skills
 - Commitment to the School's Mission, Vision and Values.
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WORK, HEALTH & SAFETY & ENVIRONMENT

Barker College has a documented Work Health and Safety Policy together with relevant procedures and other documentation. You are required to comply at all times with the Policy and Procedures and their contents. Your WHS obligations include:

- Co-operating with the School in ensuring your safety and the safety of others
 - Following policies, procedures and directions designed to ensure a safe environment
 - Reporting any hazard you identify to your manager or through the School's reporting processes
 - Reporting any injury sustained to you or another staff member to your manager or through the School's reporting processes within 24 hours
 - Following emergency evacuation procedures if required
 - Following Safe Work Procedures, Standard Operating Procedures and Manual Handling Guidelines appropriate to your duties; and
 - Undertaking WHS training as deemed relevant.
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ACCOUNTABILITY

General

Breaches to a staff member's responsibilities and/or authority will be managed through the School's Disciplinary Management Procedures. This defined accountability is underpinned by the Barker College Staff Code of Professional Practice, Complaints and Performance Management procedures.

Work Health and Safety

All staff members will be held accountable for their actions and omissions where it affects their own or another person's workplace safety.

SPECIAL CONDITIONS

- Prepared to undertake any additional training to complement the position

ORGANISATION CHART RELATIVE TO POSITION

The Manager's Manager: Director of Sport - Operations

The Immediate Managers: Rowing Coordinator

This Position: Head Coach - Rowing

APPROVAL

This position description accurately details the primary duties and responsibilities of the Director of Rowing.

Approved by the Head of Sport on 25 June 2025.

ACCEPTANCE OF POSITION DESCRIPTION

Position description accepted by:

Name of Staff Member:

Signature of Staff Member:

Date:
