



POSITION DESCRIPTION

Position name	Head of Rowing
Classification	Level 6 (Instructional Services Grade 5)
Engagement	Permanent, Full-time
Line Manager	Head of Sporting Programs
Direct Reports	<ul style="list-style-type: none">• Rowing Coaches• Boat Person
Key Relationships	<ul style="list-style-type: none">• Sport staff• The highly engaged community of rowing parents/ caregivers and other community members connected to rowing at Scotch• External rowing associations

Our Mission:

Scotch College Adelaide is an ambitious and aspirational independent coeducational ELC – 12 College that exists to know, nurture and challenge all within its community.

We value courage, integrity, inclusivity and an unwavering focus on tomorrow in all that we do to prioritise extraordinary outcomes for the diverse student population entrusted to us. A Scotch education is grounded in a sophisticated understanding of ourselves and others; and it is our wellbeing promise that underpins our learning, character, co- curricular and service programs from ELC to Year 12.

Wellbeing is embedded in everything we do, and we want our staff to be:

- able to flourish be physically adept, mentally resilient, intrinsically motivated, highly skilled,
- practicing effective work life integration, and
- demonstrating an adaptive capability which will enable the College to confidently embrace disruption.

Position Objective:

The Head of Rowing is responsible for the strategic direction, operational management, and culture of the Scotch College Rowing Program. This role ensures the development of a high-performing and inclusive program that fosters student growth, wellbeing, and achievement.

The Head of Rowing leads all aspects of the program including coaching staff management, athlete development, competition planning, safety compliance, and community engagement. The role also supports the broader College sporting program during Terms 2 and 3 in collaboration with the Head of Sporting Programs.

Position Overview:

The Head of Rowing is a prominent leadership role within the College and the wider Adelaide rowing community. Scotch College has a proud tradition in rowing, supported by excellent facilities, strong student participation, and a highly engaged parent community. The Head of Rowing builds on this legacy by fostering a positive and aspirational team environment that balances participation and performance.

This position requires a dynamic and organised leader who can manage the day-to-day logistics of training and competition while also driving long-term program growth. The role involves regular early mornings, weekend

commitments, and out-of-hours work, balanced by a flexible work schedule in consultation with the Head of Sporting Programs.

Key Responsibility Areas:

1. Leadership

- 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
- Maintain cooperation with Rowing South Australia
- Maintain cooperation with, and participate in, the Heads of Rowing Committee
- Ensure a balance between enjoyment and performance amongst all rowing crews
- Lead and maintain a positive relationship with the rowing parent's committee.

2. Program Management

- Lead the recruitment of and manage rowing coaching staff
- Liaise with HR/Payroll regarding the employment and remuneration of all rowing coaches
- Oversee the Boatperson and assist where necessary with the maintenance of the rowing equipment
- Take responsibility for the mentoring of coaches and assisting in their professional development
- Continually plan and review the financial management of the program to identify means of maximising the effectiveness of the program
- Manage the purchase of all College rowing equipment
- Plan and manage all aspects of Scotch College rowing camps
- Coordinate the logistics of trainings, regattas, and camps (including transport, Risk assessment, work health and safety, food and equipment)
- Oversee the selection of crews and transparent criteria for crew and seat selection processes
- Determine specific training goals and performance levels for each section of the boat club
- Encourage participation beyond schools, including high performance pathways and club rowing
- Communicate clearly with all sections of the rowing community
- Ensure that crews have 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
- Contribute to the planning and organisation of rowing events and associated fundraising
- Assist the Head of Sport with the delivery of other sports programs during term 2 and 3 including supervising excursions, administrative tasks and implementing initiatives.

3. Work Health Safety and Wellbeing

- 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
- Take reasonable care of and cooperate with actions taken to protect the health and safety of self and others
- Report all accidents, incidents and hazards as soon as is practicable
- Read and adhere to all Scotch WHS guidelines and policies.

4. General responsibilities

- Act as an excellent role model for students, colleagues, and parents; always representing the College in a positive and professional manner
- Attend College and Campus staff meetings as required

- 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.

Key Selection Criteria: Qualifications, Experience, Knowledge and Personal Attributes

Qualifications & Certifications

- A tertiary qualification in education, sports management or a discipline related to Rowing
- Current, valid Class C Driver's Licence, with the ability to tow a boat trailer, and Light Rigid (LR) Bus Licence
- Attainment and maintenance of Defensive Driver Certification
- Attainment and maintenance of a valid Working with Children Check (WWCC)
- Attainment and maintenance of the 'Responding to Risk of Harm, Abuse and Neglect – Education and Care' (RRHAN-EC) certification at the Masterclass level
- Attainment and maintenance of the 'HLTAID012 Provide First Aid in an Education and Care Setting' First Aid certification, annual refresher of 'HLTAID009 Provide Cardiopulmonary Resuscitation' and up to date Concussion Training.

Experience and knowledge

- Personal involvement and achievement in Rowing as a member of a rowing squad, coach, or administrator
- Demonstrable experience leading a successful rowing program, including program design, strategic planning and team development
- Previous success in people management, coaching and supervision
- High degree of competency in data entry and attention to detail
- Experience coordinating large-scale events
- Knowledge of budgetary and financial management processes.

Personal attributes

- Highly relational, with strong emotional intelligence and the ability to build rapport with students, staff, parents, and community members
 - Strong verbal and written communication skills, with the ability to deliver clear instructions, articulate program goals, and produce professional correspondence and documentation for different audiences, including students, staff, and parents
 - An independent worker with demonstrated self-motivation and initiative in setting goals, creating solutions, and managing multiple tasks
 - Organised and detail-oriented, with strong planning skills and the ability to juggle competing priorities and deadlines
 - Proactive and solutions-focused, with the ability to anticipate challenges, make sound decisions, and remain calm under pressure
 - Willing and able to work flexible hours to service the Rowing Program's various activities, which will include early mornings and weekend commitments
 - 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
 - Proactive and innovative, with the ability to design, promote and implement initiatives that enhance student participation, performance, and the overall profile of the rowing program
- Demonstrated passion for rowing and sport more broadly as a vehicle for student growth, wellbeing, and character development.

Conditions of Employment:

- Must be eligible to work in Australia
- Must satisfy child protection screening and adhere to Scotch's Child Protection policy and procedures
- Position is employed under the terms and conditions of the College's Enterprise Agreement.
- All staff are responsible for ensuring that the data they collect, access or retain is done so within the requirements of the College Privacy Policy.

Finally

No position description can capture the complexity of tasks within a College. Therefore, this position description should not be limiting and some flexibility is required when using it for reference. There will be other tasks, not described above, that may be given to this position from time-to-time. All positions evolve and change over time, and the College commits to regularly review and update position descriptions to accurately reflect the contribution of employees.

This role will require reasonable out of hours work. Scotch College respects employee's right to disconnect and will communicate with the incumbent regarding when out of hours work is anticipated and discuss reasonable ways to minimize disruption to personal life.

Scotch College is a child-safe organisation and committed to the safety and wellbeing of children and young people. We undertake appropriate screening and suitability assessments to determine the commitment of applicants to supporting child safety and wellbeing values in practice.