POSITION DESCRIPTION

Position name	Assistant Head of Rowing
Classification	Instructional Services, Grade 6
Line Manager	Director of Sport
Key Relationships	Head of Rowing Rowing Coaches and Boatperson Sport staff Students and families The Scotch Rowing community External rowing associations, schools, clubs and service providers

Our Purpose:

Scotch College Adelaide is an ambitious and aspirational ELC to Year 12 learning community committed to knowing, nurturing and challenging every individual within our care. We exist to empower young people to transform their world and its future through extraordinary learning, wellbeing and life experiences.

Guided by our values of Courage, Integrity, Inclusivity and a Commitment to Tomorrow, we cultivate curious minds, strong character and meaningful connections. We believe education should inspire young people to understand themselves, engage deeply with others and contribute positively to a changing world.

As a community of learners, wellbeing underpins everything we do. We seek to create an environment in which students and staff alike can flourish, embrace challenge and confidently navigate the opportunities and complexities of the future.

Position Objective: Why this role matters

The Assistant Head of Rowing is the second-in-charge of the Scotch College Rowing Program and supports the Head of Rowing and Director of Sport to provide a high-quality, safe and aspirational rowing experience for students, coaches and families.

The role commences with a structured handover and coaching responsibilities in Term 1, 2027. From March 2027, the Assistant Head of Rowing will assume responsibility for leading and managing the Rowing Program for a fixed period of time.

This appointment provides a significant professional development opportunity through end-to-end exposure to coaching, people leadership, program planning, operations, student wellbeing, risk management, stakeholder engagement, facilities and equipment. The role will be a visible and trusted leader within the Scotch Rowing community and will maintain the established quality, structure and culture of the program.

Position Overview: What this role will contribute

This is a senior operational and program leadership role responsible for the effective delivery of the College Rowing Program. The Assistant Head of Rowing leads Rowing Coaches and the Boatperson, sets clear expectations, oversees program quality and ensures that training, regattas, camps, communications, transport, equipment and facilities are coordinated effectively.

The role combines active coaching with whole-program leadership. It requires strong rowing knowledge, confident people leadership, sound judgement, disciplined administration and the ability to build positive relationships with students, families, staff, coaches, rowing associations and the broader Scotch community.

The role involves early mornings, evenings, weekend commitments and some school-holiday work in line with training, regatta, camp and maintenance requirements. Working arrangements will recognise seasonal peaks and the College's right-to-disconnect commitments.

Key Responsibility Areas:

1. Program Leadership and Management

- Lead the day-to-day and seasonal delivery of the Scotch College Rowing Program in alignment with College strategy, values, policies, budgets and delegations.
- Assume full responsibility for the program from March 2027 while the Head of Rowing is on parental leave, maintaining continuity, quality and clear leadership.
- Develop and implement season plans, training frameworks, competition schedules, camps, events and operational priorities.
- Monitor program performance, participation, resourcing and emerging issues, providing regular updates and recommendations to the Director of Sport.
- Make timely operational decisions and escalate strategic, sensitive, safeguarding, financial or high-risk matters as appropriate.
- Plan for an effective handover to the Head of Rowing on their return, maintaining accurate records and continuity of key relationships and commitments.

2. Coaching and Athlete Development

- Coach a designated squad in Term 1 2027 and continue to provide coaching leadership and technical oversight across the program as required.
- Establish clear coaching expectations and support consistent, age-appropriate and evidence-informed coaching practice across squads.
- Promote student development, participation, performance, wellbeing, teamwork and positive sporting behaviours.
- Oversee crew selection, athlete progression, selection processes and competition preparation in accordance with transparent program principles.
- Observe training and competition, provide constructive feedback to coaches and respond to emerging athlete or performance needs.
- Foster an inclusive environment in which students are known, nurtured, challenged and able to contribute positively to the program.

3. People Leadership and Coach Development

- Provide direct leadership, supervision and support to Rowing Coaches and the Boatperson.
- Recruit, onboard, roster and deploy coaches in consultation with People & Culture and the Director of Sport, within approved arrangements.
- Set clear role expectations, facilitate coach meetings and maintain effective communication across the coaching team.
- Provide regular feedback, mentoring and development opportunities that strengthen coaching capability and program consistency.

- Address performance, conduct, attendance or capability concerns promptly and in consultation with the Director of Sport and People & Culture as required.
- Build a collaborative, accountable and positive team culture focused on student experience, safety and continuous improvement.

4. Program Operations and Administration

- Oversee weekly training schedules, coach rosters, student attendance, regatta entries, crew lists, transport, camps, accommodation, catering and event logistics.
- Ensure clear and timely communications are provided to students, families, coaches and relevant College staff through approved channels.
- Maintain accurate program records, calendars, consent information, registrations, participation data, budgets and operational documentation.
- Coordinate buses and approved transport, confirming bookings, passenger requirements, timings and contingency arrangements.
- Oversee program expenditure and purchasing within delegated authority and monitor resources against the approved budget.
- Ensure off-season planning, bookings, maintenance, staffing and communications support readiness for the following season.

5. Community and Stakeholder Engagement

- Act as a visible figurehead for Scotch Rowing and represent the College positively and professionally at training, regattas, camps, meetings and community events.
- Build strong, respectful relationships with students, families, coaches, Old Collegians, volunteers and other members of the Scotch Rowing community.
- Maintain regular communication with families and respond appropriately to questions, concerns and feedback.
- Work collaboratively with the Director of Sport, Sport staff, College leaders and operational teams to support effective program delivery.
- Develop constructive relationships with rowing associations, schools, clubs, venues, officials and external service providers.
- Support community events and activities that strengthen connection, participation and pride in Scotch Rowing.

6. Fleet, Equipment and Facilities

- Provide oversight of the rowing fleet, oars, riggers, rowing machines, coxswain equipment, trailers, vehicles and associated resources.
- Lead the Boatperson in maintaining accurate asset, condition, damage, repair and servicing records.
- Ensure boats and equipment are safely prepared, transported, loaded, stored and returned for training, regattas and camps.
- Prioritise and coordinate maintenance, repairs, servicing and replacement needs within approved budgets and delegations.
- Maintain safe, secure, clean and orderly rowing facilities and storage areas at the College boatsheds, West Lakes and relevant College facilities.
- Liaise with College staff and approved providers regarding facilities, maintenance and equipment requirements.

7. Work Health Safety and Wellbeing

- Lead the implementation and ongoing review of safety procedures, risk assessments, emergency plans and controls for all rowing activities.
- Ensure appropriate supervision, staffing, qualifications, weather monitoring, transport arrangements, equipment checks and emergency preparations are in place.
- Promote a child-safe culture and ensure coaching practices, communications, conduct and decision-making align with College requirements.

- Respond promptly to student wellbeing, injury, safeguarding, behaviour or safety concerns and escalate or report matters in accordance with College procedures.
- Ensure accidents, incidents, hazards and near misses are reported, investigated and followed up as required.

8. General Responsibilities

- Act as an excellent role model for students, colleagues and families, representing the College positively and professionally.
- Attend College, Sport and relevant staff meetings, functions and events as required.
- Demonstrate an ongoing commitment to professional learning and leadership development relevant to rowing, school sport and this role.
- Maintain appropriate program documentation and support effective continuity of rowing operations.
- Undertake other duties consistent with the scope and level of the position as required.

The College is committed to providing and maintaining a safe, healthy and supportive environment for all employees, students, visitors and members of our community. This includes promoting both physical and psychosocial health and safety.

- Workplace health and safety is a shared responsibility. All employees are expected to take reasonable care of their own health and safety, including their physical and psychosocial wellbeing, and that of others in the workplace.
- Employees are expected to follow reasonable safety instructions, College procedures and training requirements, and actively contribute to identifying, reporting and managing workplace incidents, hazards and risks.
- Everyone has a role to play in creating a positive safety culture. Employees are encouraged to speak up about safety concerns and opportunities for improvement.

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

- Qualifications & Certifications
- A tertiary qualification in education, sports management, coaching, exercise science or a discipline relevant to rowing is desirable.
- Relevant rowing coaching accreditation and demonstrated commitment to maintaining contemporary coaching knowledge.
- Current, valid Class C Driver's Licence, with the ability to tow a boat trailer; a Light Rigid (LR) licence or willingness to obtain one.
- Attainment and maintenance of Defensive Driver Certification as required by the College.
- 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) qualification at the masterclass level.
- Attainment and maintenance of HLTAID012 Provide First Aid in an Education and Care Setting, annual HLTAID009 Provide Cardiopulmonary Resuscitation refresher training and current concussion training.
- Certification in the Department for Education's Protective Practices for staff in their interactions with children and young people online training module.
- Experience and knowledge
- Strong rowing coaching experience and technical knowledge, with demonstrated ability to develop young rowers.
- Experience leading coaches, staff or volunteers and creating clarity, accountability and a positive team culture.
- Demonstrated capacity to lead or coordinate a complex rowing, school sport or performance program involving multiple squads, stakeholders, venues and deadlines.

- Experience planning and delivering training programs, regattas, camps, transport, staffing, equipment and event logistics.
- Sound knowledge of athlete wellbeing, child-safe practice, risk management and WHS requirements in a school or sporting environment.
- Experience managing budgets, resources, records and operational systems is desirable.
- Knowledge of South Australian and national school rowing environments, associations and competition structures is desirable.
- Awareness of and willingness to comply with relevant legislative instruments, including the Protective Practices for staff in their interactions with children and young people Guidelines and College policies and procedures.
- Personal attributes
- A confident and visible leader who can represent Scotch Rowing and build trust across the College community.
- Strong judgement and the ability to make timely, balanced decisions while recognising matters requiring escalation.
- Highly organised and able to manage competing priorities, seasonal demands and detailed operational requirements.
- Clear, warm and professional communication skills, including the ability to manage sensitive conversations constructively.
- A collaborative, community-minded approach and the ability to build productive relationships with students, families, coaches, staff and external stakeholders.
- Proactive, practical and solutions-focused, with a commitment to continuous improvement.
- A genuine desire to lead a rowing program and readiness to accept whole-program responsibility.
- Willingness and capacity to work flexible hours, including early mornings, evenings, weekends and some school holidays, in line with the rowing calendar.

Conditions of Employment:

- Must be eligible to work in Australia.
- Must satisfy child protection screening and adhere to Scotch College's Child Protection Policy and procedures.
- The position is employed under the terms and conditions of the Educational Services (Schools) General Staff Award 2020.
- This is a fixed-term appointment commencing in early Term 1, 2027 and concluding when the Head of Rowing returns in late January 2028.
- All staff are responsible for ensuring that data they collect, access or retain is managed in accordance with the College Privacy Policy.
- Reasonable out-of-hours work is an inherent requirement of the position due to the seasonal rowing program.

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 may require reasonable out of hours work. Scotch College respects employees' right to disconnect and will communicate with the incumbent regarding when out of hours work is anticipated and discuss reasonable ways to minimise 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.

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