



Churchie.

ESTABLISHED IN 1912

POSITION DESCRIPTION AND SELECTION CRITERIA

Position Title:	Director of Rowing (and Teacher)
School:	Senior School (Years 7 to 12)
Supervisor:	Director of Sport (Rowing) Head Senior School (Teacher)
Type of Employment:	Full-time, permanent. Five (5) year fixed term contract.
Last Updated:	September 2017

BACKGROUND

Organisational Environment

The Anglican Church Grammar School (Churchie) is an independent school for day boys and boarders with 1800 students from Reception to Year 12.

Since its inception in 1912, Churchie has pursued a philosophy of preparing students to be well-balanced men, contributing positively to the community. This pursuit is characterised by our emphasis on the four tenets of our education programme: scholastic attainment, spiritual awareness, personal growth and community service. The School's academic programme has implemented the latest National Curriculum and is tailored to assist each student reach his potential. Our aim is to offer world-class educational programmes including an International Baccalaureate Diploma to facilitate lifelong learning, by optimising opportunities for leadership, creative excellence, and participation for every student. This combination of academic emphasis and an expectation of high standards of personal discipline will provide the best platform for success for all our students. As a member of the Great Public Schools (GPS) Association, Churchie participates in a range of academic, sporting and cultural competitions against other long-standing Brisbane schools.

As a community we strongly desire to work in a three-way partnership between the student, the parents and the School. We are constantly reviewing our performance and are more effective for the input from this partnership. Creativity and innovation, which bring about change, are a constant, as our young men deserve the best education we can provide.

Information for Prospective Staff

Information can be found at www.churchie.com.au



DUTY STATEMENT

Primary Purpose of Position

The Director of Rowing will mentor and guide our rowing coaches; design, implement and deliver an annual rowing programme; as well as provide operational leadership specific to the Schools' sporting culture. As the lead coach, the incumbent will provide dynamic, strategic and visionary leadership to the Churchie students offering opportunity to participate and perform in a team, inspire, lead, improve, serve and strive in the context of sports and activities.

The Director of Rowing reports to:

- The Director of Sport and through him to the Deputy Headmaster – Co-curricular.
- For teaching – this position will report to the Head of Senior School

Please note the School reserves the right to alter this position description based on operational needs.

Key Areas of Responsibility

Events: Plan, schedule, organise and oversee the range of events to provide opportunity for Churchie students to build skill, teamwork, community, competition performance and celebrate their achievements.

- Coordinate and manage key events (Regatta, Selection, Recruitment, Welcome, Fundraising and Celebration Functions);
- Ensure all event dates are planned and confirmed for inclusion in the school Calendar and GPS calendar
- Develop the Weekly Training Timetable;
- Coordinate the activities of the Rowing Support Group and seek their assistance to run Events;
- Use events to implement training and competition strategies:
 - For example: Training programmes; Workshops; Camps or Tours; and other major competition and tours outside the GPS competition

Communication: Through effective communication ensure the Churchie community can access key information in an efficient and timely manner.

- Utilise newsletters, assemblies, email, meetings and myChurchie to the wider Churchie communities;
- Communicate and maintain accurate team lists and attendance;
- Use communication strategies to:
 - Reinforce our shared high expectations;
 - Build community;
 - Recruit students and coaches;
 - Mentor student leaders;
 - Improve and acknowledge effort and performance; and
- Document planning and report on progress;



- Respond proactively to the needs of the Activity community.

Manage Resources: Ensure that facilities and equipment are effectively managed and maintained within budgetary constraints and in consultation with the Director of Sport and Deputy Headmaster Co-curricular.

- Manage Facilities and Equipment (Source, Allocate, Store, Develop, Maintain, Liaise);
- Ensure that high standards are maintained with regard to School Uniform for both training and competition;
- Seek approval for upgrades to equipment, facilities and uniform and ensure adequate levels of supplies are maintained;
- Recruit, Select and Induct team coaches. For compliance purposes, ensure all paid and voluntary coaches have obtained a necessary Blue card and complete Anglican Diocese South Eastern Queensland Safeguarding our Students documentation;
- Liaise with and oversee the activities of the Boatman.
- Liaise with and oversee the activities of the parent volunteers and support groups.

Team Development (Coaching): By providing a learning environment that is safe, positive, caring and respectful facilitate an effective training programme empowering and motivating the coaches and students within a culture and environment of trust and respect. Ultimately encouraging the students to realise their full potential

- Oversee and manage the conduct of rowing at the school including but not limited to taking responsibility for standards of dress, behaviour and player performance;
- Attract and appoint (in consultation) appropriately qualified coaches to the programme;
- Manage all coaches and staff associated with the activity (Liaise, Develop, Train);
- Collaborate to create and update an activity specific training plan;
- Oversee the implementation and delivery of the rowing training plan;
- Oversee the emerging squad rowing programme;
- Select and assign coaches to all teams and ensure group coordinators are assigned.

Administration: Administer the day to day running of the School rowing programme.

Attend all rowing support group meetings and report back to the Director of Sport.

- Provide reports to Director of Sport: Viking, Annual reports, weekly newsletter, Budget,
- Manage awards and end of season ceremonies
- Book, confirm and update facilities requirements in preparation for weekly fixtures. (for example transport),
- Consult regularly with School Compliance Officer to ensure effective risk management strategy.

Build and Maintain Positive Relationships: Ability to communicate effectively, and build lasting trusting relationships with Rowing Queensland, and people on all levels, students, parents, colleagues.



- Maintain a highly professional presentation and demeanour that is consistent with the level of the position;
- Demonstrate highly developed interpersonal skills – tactful, diplomatic, resourceful, adaptable, with an ability to handle all key stakeholders with same;
- Maintain high regard for, and ability to, maintain and respect the need for confidentiality, reliability and integrity and to promote the School in a positive and professional manner to the staff and wider school community.

Work, Health and Safety

- Take reasonable care to ensure personal safety and health at work and that of other persons in the work place;
- Observe all safe working practices as directed by the supervisor and the use of personal protective equipment as and when provided;
- Report ALL accidents, incidents and hazardous situations arising in the course of work.

From time to time additional duties may be required by the Director of Sport and Deputy Headmaster Co-curricular.

Other Information

- Churchie is an equal opportunity employer and is committed to providing a safe and healthy work environment free from discrimination, harassment or bullying.
- Applicants are expected to be committed to the principles of Christian education and will comply with the School's values and code of conduct.
- Smoking is prohibited in all areas of the School campus which includes but is not limited to buildings and vehicles.
- Staff must familiarise themselves with Churchie policy documents that are available on the School's intranet and take the responsibility to maintain currency with these.
- Applicants must possess (or be eligible to obtain) a current Blue Card and/or registered with Queensland College of Teachers.

Student Protection:

All employees of Churchie are required to familiarise themselves with the Student Protection in Anglican Schools Policy and Procedures. It is required they have a responsibility for the promotion and safeguarding the welfare of students with whom they come into contact and ensure compliance with the Schools' Child Protection Policy Statement at all times. If during the course of carrying out their duties, an employee becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns with the Student Protection officer immediately. All staff at Churchie are required to hold or apply for, and maintain a current Working with Children Check – Bluecard QLD or be registered with and maintain registration with the Queensland College of Teachers.



ACKNOWLEDGEMENT

I have received, reviewed and fully understand the position description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____ Date _____

Employee Signature _____

SELECTION CRITERIA

1. Demonstrate a robust knowledge and understanding of managing or coordinating a rowing programme with appropriate certifications as a coach or working toward.
2. Display leadership, common sense, maturity, good judgement, and discretion in all matters (sporting and academic) relating to the boys and their families.
3. Demonstrate a capacity to develop a climate of trust, candour and mutual respect with colleagues, students and parents.
4. Display excellence as a classroom practitioner, employing strategies that engage boys in learning, deploying group and individual learning options that sustain a literacy-rich curriculum, routinely and effectively use technology as a tool to deepen the joy of learning for students and share responsibility with the Heads of Faculty for quality classroom teaching and learning environments at Churchie.
5. An active commitment to the co-curricular programme and academic support of students beyond the classroom as a priority avenue to establish rapport with and a broad knowledge of Churchie young men.
6. Possession of an Open manual driver's licence and 4WD experience (Medium Rigid (MR) licence or ability to gain such licence desirable).
7. Eligible to work in Australia, Qualified Teacher and registered with the Queensland College of Teachers.

APPLICATION PROCESS

Applicants should submit:

1. A cover letter (3 pages max) addressing the selection criteria by providing/describing examples of actual work that has been done, or actual participation in the relevant activity.
2. A full resume.



3. The names, address and telephone numbers of three (3) recent professional referees who should be in a position to comment about performance in relation to the above criteria.
(Please note: in the case of those applicants short listed for interview, the School may contact your current employer following the interview).
4. Relevant Academic Transcripts/Records.
(Please note: this is not your Graduating Certificate).
5. A copy of your Queensland College of Teachers registration.

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