



May 2019

Dear Applicant,

Thank you for your interest in applying for the Assistant Rowing Coach (part-time) at St Andrew's College, commencing in August or by negotiation.

The following information is included with this package:

- Application form and referees' details;
- Job specification;
- Person Specification.

Important notes for applicants

1. Please fully complete this form personally. Read it through first then answer all questions and make sure you sign and date where indicated on the last page.
2. Attach a covering letter (maximum two pages A4) outlining the strengths and abilities you would bring to this position.
3. Attach a Curriculum Vitae (CV) that includes:
 - a) relevant qualifications and experience, teaching service and responsibilities;
 - b) co-curricular activities you are interested in.
4. If you are selected for an interview you may bring whanau/support people at your own expense. Please advise if this is your intention.
5. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.
6. This application form and supporting documents will be held by the College. You may access it in accordance with the provisions of the Privacy Act 1993.



St Andrew's College

I draw your attention to our website where you will find more information about the College, stac.school.nz.

Applications for this position close 4.00pm, Friday 24 May 2019.

Please address your application, consisting of a covering letter, a CV, and completed forms to Assistant to the General Manager, Eleanor Glab, by phone +64 3 940 2026 or email ECA@stac.school.nz.

If you have any enquiries about this position, please contact Assistant to the General Manager, Eleanor Glab, +64 3 940 2026 or email ECA@stac.school.nz.

We look forward to receiving your application.

Yours sincerely

Hamish Bell
Head of Values and Culture



Position Title: Assistant Rowing Coach

Responsible to: Head of Values and Culture
Rowing Co-ordinator and Head Coach

Coaching Team

Expectations: Working collaboratively as part of the coaching team to provide leadership for rowing at St Andrew's College. Work individually and collectively to develop, deliver and co-ordinate the Rowing Coaching Programme and High Performance coaching. The coaching team structure requires all coaches to work together to lead the College rowing programme and be excellent role models for students in terms of presentation, enthusiasm, dedication and attitude. He/she will maintain high expectations and uphold high standards of dress, conduct and behaviour by all St Andrew's College rowers.

Responsible for: Coaching crews under the direction of a squad coach and the Head Coach.

Core Areas of Responsibility

Leadership of College Rowing

- be a role model to the students, by attending training on time, using appropriate language, building a professional coach/student relationship with students, making appropriate use of social media via the rowing Facebook page and not being under the influence of alcohol in the presence of students;
- positively promote the profile of rowing at the College;
- as a coaching group, develop a recruitment plan for rowing at St Andrew's College, that includes regular events to attract new rowers and raise the profile of rowing in the Secondary School and Preparatory School;
- ensure high standards of discipline, dress and training amongst all College rowers;
- ensure all handling of equipment is done with upmost care and that any damage or maintenance issues are report immediately. All crews are to stick to the agreed boat allocation;
- ensure all crews are briefed before a row and have access to adequate safety equipment which complies with the Rowing New Zealand Water Safety Code and Navigation Safety Bylaws 2010;
- attend coaches' meetings to review the progress against the training programme, discuss/agree the communications to parents and to discuss any issues;
- participate in formal end of season coaching reviews.



Delivery of Rowing Coaching

- delivery of a minimum of three planned and well organised training sessions (technical and physical) as agreed in the training programme throughout the season and attend two of the three training camps and all regattas;
- maintain accurate records of student attendance and results, so that any signs of underperformance or students not meeting expectations can be dealt with and communicated to parents;
- coach good basic technique and race day preparation to the students and give them specific and regular feedback on their performance;
- communicate agreed coaching team expectations about selection of crews and implement a fair and transparent process.

Communications

- it is the coaches responsibility to inform the Director of Rowing, Head Coach and Teacher in Charge of Rowing in advance if they cannot make training, camps or regattas;
- it is the coaches responsibility to inform the Head Rowing Coach and Teacher in Charge of Rowing in advance about other employment/or activities and to ensure that this does not clash with the rowing programme;
- all coaches will contribute to the regular communication to the parents giving them general updates on the training programmes, feedback on regatta results and other information to keep them informed, while setting appropriate expectations about the delivery of the rowing programme. The co-ordination of the communications will be a function of the regular coaches' meetings, and the Rowing Administrator will then publish/send out those communications.

Training Programme Development and Co-ordination

- in support of the Head Coach contribute to the development of and implementation of the overall rowing programme;
- all coaches will participate in the co-ordination of the scheduling of the different squad training sessions to ensure the appropriate plant and equipment is available and ensure that the schedules make best use of the training resources. This will be an item for discussion at regular coaching meetings.

Boat and Plant Maintenance

- the coaches need to agree a set of rules regarding which squads/rowers can use which boats and all coaches need to ensure this is regularly enforced;
- the coaches need to work alongside the rowing co-ordinator to develop a plan for the boat fleet including requirements for new plant to support the future development and growth of rowing at St Andrew's College;
- all coaches need to ensure that a regular boat cleaning and maintenance schedule is undertaken with the rowers, so they take responsibility for the upkeep of the boats and other plant, including the Kerrs Reach Shed.



Regatta Logistics

- the Head Coach will plan the logistics of getting the required gear available to regattas. A coaches meeting will be scheduled in advance of any regattas and typically at the time that entries need to be confirmed;
- all coaches will work together at the coach's meetings to co-ordinate the entry of crews into regattas, ensuring that each rower is selected and entered in at least two events, and identifying any issues relating to turnaround times or other potential conflicts;
- one coach (TBC) will be responsible for oversight of boat loading to and from the regatta.
- one coach (TBC) will take responsibility for processing the list of entries through Rowit (rowit.co.nz);
- once the regatta programme is published, one coach (TBC) will co-ordinate and publish a schedule that details all the crews in the race order, identifying all boat allocations, reporting times for crews and other information that can be used as a regatta planning and communication document;
- prior to major regattas such as the South Island Secondary Schools' Rowing Championships and Maadi Cup, the coaches will meet with the committee/rowing coordinator to discuss and agree a logistics plan so that all parties know well in advance what needs to be organised;
- at least one coach will need to attend Coaches and Safety meetings at all regattas.

St Andrew's College – Application Form

Please note: Issues can arise if this PDF form is completed using PDF readers other than Adobe Reader or Adobe Acrobat.

Position applied for: _____

Personal details

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Miss

Surname: _____ Given Names: _____

Full Postal Address: _____

Contact Telephone: _____

Email Address: _____

Date of Birth: _____

IF APPLICABLE:

Teacher Registration No. _____

Status:

- | | |
|--|--|
| <input type="radio"/> Registered Teacher | <input type="radio"/> Current Practicing Certificate |
| <input type="radio"/> Provisionally Registered Teacher | <input type="radio"/> Subject to Confirmation |
| <input type="radio"/> Not Registered | |

Present Position

Business: _____

Date Appointed: _____

Nature of Appointment:

- ☐ Full time
- ☐ Part time

Referees

Please provide the names and contact details of three referees below.
Any referee's report will be confidential.

PLEASE NOTE – CONTACT WITH REFEREES WILL BE MADE ONCE APPLICANTS HAVE BEEN SHORTLISTED FOR INTERVIEWS.

Referee details:

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Miss

Surname: _____ Given Names: _____

Position: _____

Full Postal Address: _____

Contact Telephone: Business _____ Private _____

Email Address: _____

Referee details:

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Miss

Surname: _____ Given Names: _____

Position: _____

Full Postal Address: _____

Contact Telephone: Business _____ Private _____

Email Address: _____

Referee details:

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Miss

Surname: _____ Given Names: _____

Position: _____

Full Postal Address: _____

Contact Telephone: Business _____ Private _____

Email Address: _____

Declarations

- 1 – I certify that the information given in this application is to the best of my knowledge correct. I understand that this may be verified.
- 2 – In accordance with the Privacy Act, I authorise the General Manager or his delegate to obtain further information from the referees listed in this application.
- 3 – I authorise the General Manager or his delegate to make other enquiries as they see fit in relation to my application.
- 4 – I have, at the bottom of this form, disclosed any criminal convictions or charges I may have, and any disabilities and/or medical conditions which may restrict my ability to perform the role that I have applied for.
- 5 – I confirm that I am legally entitled to work in New Zealand.
- 6 – I agree that you may collect information about me from any source, which relates to my application for employment, except for my current employer who will not be contacted without my express permission. This form is an authority for those people you contact to disclose any appropriate information.
- 7 – I am aware that any information supplied by my referees is evaluative material and that it is supplied to you on the basis that each referee has been promised that their identity, and the information they have provided, will not be revealed to me. I understand that I am not entitled to the disclosure of that information.

Applicant's Signature: _____ Date: _____

DECLARATION BOX

Please disclose any criminal convictions or charges you have, and medical conditions and/or disabilities which may restrict your ability to perform the role that you are applying for:
