

POSITION DESCRIPTION – DIRECTOR OF ROWING

POSITION TITLE:	Director of Rowing
RESPONSIBLE TO:	Head of Values of Culture Director of Sport and Co-curricular
RESPONSIBLE FOR:	Leadership of rowing at St. Andrew's College. Coordination of the rowing coaching programme and high performance coaching
KEY RELATIONSHIPS:	Internal: <ul style="list-style-type: none"> TIC Rowing, Rowing Coaches, Teachers on camp/regatta supervision, StAC rowing committee and parents, Sports department staff, StAC teaching and administration staff External: <ul style="list-style-type: none"> Avon rowing club, CRA, SIR, NZSSR St Andrew's College parents and caregivers

CORE VALUES OF ST ANDREW'S COLLEGE:

St Andrew's College offers pre-school to year 13 education which is:

- Independent.
- Co-educational.
- Christian in its ethos, derived from its Presbyterian foundation.
- Scottish in traditions.
- Focused on excellence, the love of learning and encouraging each student's highest personal achievement.
- Caring, supportive and stimulating.
- Attentive in its provision of opportunities for the development of the values and skills necessary to make a positive contribution to local and global communities.
- Able to offer boarding accommodation during the school year from Years 9–13.
- Inspirational and encouraging, by providing the appropriate support for each student to achieve her/his potential.

Values – principles in all we do.

Purpose – our reason for existence.

VALUE	PURPOSE
Truth	Integrity in everything we say and do.
Excellence	Reaching beyond what people expect of us.
Faith	In self, others, and our future.
Creativity	Daring to imagine; turning ideas into reality.
Inclusivity	Valuing diversity; embracing different perspectives.

DUTIES / KEY RESPONSIBILITIES:

The Director of Rowing will lead and promote the College rowing programme. The Director of Rowing will be an excellent role model for both the coaches and the students and will maintain high expectations of the rowing programme's performance and uphold high standards of commitment and effort, conduct and dress, behaviour, well-being and team culture by all St. Andrew's rowers.

The below statements are intended to describe the general nature and level of work to be performed within the role. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

1. Leadership of College Rowing
Key Tasks
<ul style="list-style-type: none">• Promotion of rowing at the College.• Overall coordination of the rowing programme for the College, including leading a team of rowing coaches and managers.• Recruiting of new rowers and identifying potential high performing rowers.• Lead meetings of all rowers outlining key information and expectations.• Ensure high standards of discipline, dress and training amongst all college rowers.• Role model high standards of commitment, effort, conduct and team culture.• Attend high level coaching courses and maintain an in-depth knowledge of best rowing coaching practice and techniques.• Meet fortnightly with the Director of Sport and Co-curricular and Head of Values and Culture communicating latest developments in the sport.• Oversee the rowing operational and coaching budget.• To promote club and regional pathways for school leavers and talented rowers.• Provide coaching updates to be sent out in a monthly newsletter for parents.• Ensure all aspects relating to health and safety are adhered too, including the Health and Safety at Work Act 2015, the water safety code, maritime New Zealand, FISA and Sport New Zealand guidelines.• Complete an annual safety audit and implement any recommendations https://www.rowingnz.kiwi/safetyresources
2. Administration of Rowing
Key Tasks
<ul style="list-style-type: none">• Take responsibility for the rowing manager who will support the Director of Rowing by completing the following key administrative and logistical tasks – including but not limited to;<ul style="list-style-type: none">○ Transport and accommodation bookings,○ Processing rowing disbursements to parents working to ensure that these are offset by the students costs○ Organising the rowing prize giving○ Record keeping of student achievements at regattas○ Ordering and distribution of uniform○ Creating a newsletter and keeping the StAC rowing community well informed via emails and other communication methods.• Complete a Collegian report and Annual Report for Rowing and ensure the rowing handbook is up to date.

<ul style="list-style-type: none"> • Conduct mentoring meetings for several high performing rowers, identified through the STAC High Performance Programme • Oversee the running of an inter-house rowing/erg competition. • Attend weekly sports department meetings during term time. • General support of the Sports Department school and house events from time to time as requested by the Director of Sport and Co-curricular
3. Communication with Rowing Community
Key Tasks
<ul style="list-style-type: none"> • Inform students of crew selections and entries prior to regattas • Liaise with the rowing club committee to ensure organised support for rowers at the regattas • Implement the communications framework detailed in the rowing handbook with the aim of the framework is to spread responsibility for communication and response to queries across the following people: Rowing Director, Rowing Manager, Coaches, Teacher in Charge and Committee Chair. Each person communicating their areas of responsibility and taking replies (rather than everything going in and out through the Rowing Director). • Be the communication liaison point between students, coaches, staff, parents and the wider St Andrew's community as needed.
4. Coordination of Rowing Coaching and Rowing Programme
Key Tasks
<ul style="list-style-type: none"> • Ensure all crews have appropriate coaches. • Supervise and direct the work of coaches through weekly meetings. • Ensure all coaches fulfill their job description and uphold high standards as role models. • Coach induction and provision of support in designing exemplar periodised training schedules. • Organise training camps and oversee coaching at camps. • Communicate selection policy for major regattas and take responsibility for overall crew selection in consultation with coaches. • Ensure elite rowers are extended and provided with expert coaching. • Liaise with association and invite guest coaches to contribute as appropriate. • Oversee boat maintenance, order gear and maintain equipment records. • Co-ordinate the learn to row programme within the school ensuring appropriate coaches are involved
5. Coaching
Key Tasks
<ul style="list-style-type: none"> • High level coaching, modeling best practice. • Improve general skill level in the sport. • Keep records of training attendance, fitness and performance testing. • Attend all regattas and training sessions. • To report to the rowing club committee on issues relating to the coaching programme as requested.
6. Term 2 Duties: Rowing and other Sports Department work
Key Tasks
<ul style="list-style-type: none"> • Rowing related work: season reviews, coaching appointments, parent job descriptions, rowing budget and season planning. • Review and refine the rowing strategy for the next season and the longer term strategy in consultation with the Head of Values and Culture, Sports Director, key rowing staff and rowing committee chair.

<ul style="list-style-type: none"> Sports management or coaching or other related work, which gives the Director of Rowing the opportunity to build relationships with other staff and students on the off-season. Duties will depend on the other skills and strengths that the incumbent has within sport.
7. Other Duties
Key Tasks
<ul style="list-style-type: none"> Any other reasonable duties as may be required by the Head of Values & Culture and/or Director of Sport and Co-Curricular Activities.
8. Professional Development
Key Tasks
<ul style="list-style-type: none"> Should an opportunity to coach at a national level become available to the College will support up to 3-weeks' paid leave to undertake this coaching. This is viewed as professional development. Further time (leave) required for coaching will be considered upon request. During any agreed period of leave to coach at a national level, it is expected that emails and administration will be dealt with and that the rowing programme is not negatively impacted. Other professional development opportunities such as conferences and courses will be considered also upon request to the Head of Values and Culture.

EDUCATION, EXPERIENCE, SKILLS:

1. Excellent communication skills – ability to communicate well verbally and in writing, and able to effectively use technology;
2. IT and computer skills.
3. The position requires the administration and meeting hours to be completed at school during term time. The Director of Rowing to be available at school to meet with students during agreed lunch time periods, during agreed times for the Athlete Development Programme and as required at Deans meetings and on other occasions.
4. The position including attendance at approximately seven weekend regattas, three training camps and the national Secondary Schools MAADI Cup Regatta. Some guidance for off season rowing specific conditioning training will be expected.
5. It is acknowledged that this position requires a significant time commitment during the rowing season including weekends, which is balanced out by less time requirement and flexibility (by negotiation) of what is required in Terms 2 and 3.

PERSON SPECIFICATION:

1. Personal qualities of honesty, integrity, enthusiasm and approachability;
2. Leadership capability along with an ability to work as a member of a team;
3. Ability to work calmly and positively in all situations;
4. Loyalty and commitment to students and their parents and staff;
5. Be supportive of the strengths of the school, and exercise discretion and confidentiality;
6. Always interested in the wellbeing of students;
7. Excellent people skills;
8. Ability to work independently.

He Waka Eke Noa

DEEP ROOTS



WHANAUNGATANGA Show Respect

- Play for those before you
- Make your own mark
- Feel the team spirit

STRONG STEM



RANGATIRATANGA Take Responsibility

- Do the mahi
- Others before self
- Seek continual improvement
- Keep a balanced life

MIGHTY THORNS



KIA MĀIA Show Courage

- Embrace challenge
- Ask questions
- Trust the process

VIBRANT FLOWERS



WHAI WĀHI Stay Engaged

- Be inclusive
- Have fun
- Be committed