



May 2019

Dear Applicant,

Thank you for your interest in applying for the Director of Rowing (part-time/approx. 30 hours) at St Andrew's College, commencing as soon as possible 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.
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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.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, +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:	Director of of Rowing
Responsible to:	Head of Values and Culture and Teacher in Charge of Rowing
Responsible for:	Leadership of rowing at St Andrew's College Co-ordination of the rowing coaching programme and High Performance coaching.

The Director of Rowing will lead the College rowing programme and be an excellent role model for students in terms of promotion of the sport, presentation, enthusiasm, dedication and attitude. He/she will maintain high expectations of rowing performance and uphold high standards of commitment, conduct, dress and behaviour by all St Andrew's College rowers.

Key Areas of Responsibility:

Leadership of College rowing

- promotion of rowing at the College;
- 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;
- attend high level coaching courses and maintain an in-depth knowledge of best rowing coaching practice and techniques;
- meet fortnightly with the Teacher in Charge of Rowing communicating latest developments in the sport;
- oversee rowing equipment 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.

Co-ordination of College rowing coaching

- 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 regatta's 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 insuring appropriate coaches are involved.



Coach

- high level coaching modelling best practice;
- improve general skill level in the sport;
- coach a boys' or girls' squad (up to a dozen students);
- 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.

Hours of Work

The position will involve approximately thirty hours a week work during the season including attendance at approximately seven weekend regattas, training camp and the National Secondary Schools' Maadi Cup Regatta. Some guidance for off-season rowing specific conditioning training will be expected. It is expected that the Director of Rowing works for approximately eight hours per week during the off-season on programme planning and rowing coaching.

May 2019

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:
