Kinross Wolaroi School (KWS) is a co-educational Independent School of the Uniting Church. It has a strong history of excellent academic results along with a wide co-curricular program, with students who have excelled at all levels. We are a non-selective school of some 1100 students, nestled in the NSW central tablelands of the city in Orange. KWS has a proud tradition of educating young people in a family environment where ideals are based solidly on friendship, spirituality, the security of family values, hard work and the pursuit of excellence to the very best of one’s ability. The School offers the unique opportunity for co-educational learning with separate boarding sites for boys and girls. Students are provided with a holistic education and we pride ourselves in offering a varied curriculum to meet the varying needs of most students.

Support for the culture of an Independent Uniting Church School is an essential prerequisite.

POSITION OBJECTIVES & RESPONSIBILITIES

The Head of Rowing is charged with the overall responsibility of ensuring that the guidelines for the KWS Rowing Program are adhered to. The Head of Rowing is responsible for the management and co-ordination of rowing at the School, for the smooth operation of the Rowing Program and for overseeing the development and progression of students in the Program. The Head of Rowing is to ensure that the Rowing Program provides a positive experience for all students and supports them to develop their full potential.

The Head of Rowing will be expected to ensure that the KWS Rowing Program provides the opportunity for participation at all levels with quality coaching, with measures of performance which equate to the ability levels of the students.

The Head of Rowing is expected to lead and direct all aspects of coaching and performance in consultation with coaching staff.

The Head of Rowing is responsible to the Head of Sport and, through the Head of Sport to the Director of Co-curricular.

The requirements of the position necessitate considerable commitment outside the normal working hours including after hours, on weekends, public holidays and over the school holidays.

The measure of good practice for the Head of Rowing includes:

- The overall standard of performance for rowing across the whole school
- The implementation of a successful and well coordinated program, which caters for boys and girls alike
- The maintenance of the highest quality of communication with all school staff and parents of students, with regard to all aspects of the Rowing Program
- Effective communication within the Rowing Program, particularly to students, staff and parents
- Ensure students safety is a high priority at all times
• Control of financial budgets associated with the Rowing Program

• The correct wearing of uniform, general good appearance of students and good behaviour at training sessions and at regattas

It is the responsibility of the Head of Rowing to ensure a positive relationship exists at all times between the coaches, students and parents.

Duties related to the position include, but are not limited to the following:

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<tr>
<th>Key Word</th>
<th>Duties</th>
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<tr>
<td>Coaching staff</td>
<td>• Within the parameters of the School’s recruitment and selection policies and procedures, recruit, support and manage all coaches for all crews.</td>
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<td>• Ensure the highest standard of sportsmanship is maintained by staff, students and parents</td>
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<td>• Hold regular coaching meetings and ensure coaching staff are actively engaged in professional development</td>
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<td></td>
<td>• Structure a program for all students and involve and monitor the coaches within this program</td>
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<td>• Establish skill development programs for all rowers, commensurate with their experience and capabilities</td>
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<td></td>
<td>• Co-ordinate land based training programs for rowers</td>
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<td>• Manage crew selection and in consultation with coaching staff select crews</td>
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<tr>
<td>Administration</td>
<td>• Contribute to the development of a Strategic Plan to ensure the ongoing success of KWS Rowing</td>
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<td>• Liaise closely with the Master in Charge of Rowing and various coaches, to ensure continuity of purpose throughout the KWS Boat Club</td>
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<td>• Ensure that the program is conducted in accordance with school policies and applicable laws and regulations, including the EMP (Environmental Management Plan) agreed to by the Land and Environment Court and Orange City Council</td>
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<td>• Oversee the planning and organisation of rowing camps and logistics arrangements for attendance at regattas and competitions</td>
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<td>• Ensure the boat fleet is maintained to the required standards</td>
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<td>• Provide regular reports on the Rowing Program to the School Community</td>
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Financial

• Contribute to the development of the School’s capital expenditure plan for the purchase of rowing equipment
• Manage the finances of the rowing program in accordance with the School’s published policies and procedures

General

• Attend to any other matters thought appropriate for the position and consistent with the skills of the incumbent as directed by the Director of Co-Curricular.

PROFESSIONAL REVIEW

This position description as outlined above is intended as a framework for professional review.

REPORTING

The Principal holds ultimate administrative responsibility however for practical purposes these responsibilities are delegated to the Business Manager. For day-to-day operational matters the role will be responsive to the directions of the Director of Co-Curricular and the Head of Sport (supervisors).

SELECTION CRITERIA

General Expectations for staff at KWS:

Support for the culture of an Independent Uniting Church School is an essential prerequisite for all employees of the School.

Serve as good ambassadors of the School. This includes conducting oneself in accordance with the professional standards of the School, including being well-groomed and wearing appropriate professional attire.

Take an active interest in the general life of the School - supporting policies, procedures, aims and objectives in order to facilitate the day-to-day operation of, and promote a high quality of education within, the School.

Attend staff meetings and training when required.

Ensure all students and parents are provided with a quality service in a timely, efficient and friendly manner.

Maintain professional confidentiality concerning information about staff and/or students and their families.

Act as a member of a team, developing and supporting the philosophy and ethos of the team.

Ensure that all documents are prepared and presented in accordance with the School’s Writing Protocol.

Working with Children (Criminal Record Checking)

The Working with Children (Criminal Record Checking) Act 2004 applies for anyone working in child related employment.
**Workplace Health & Safety**

Be informed of WHS legislative and associated requirements (as employer makes information available, employee is to take steps to understand how it applies to self)

- Observe Kinross Wolaroi School WHS Protocol
- Identify WHS information and training needs for self
- Be involved in WHS projects according to priorities set by consultative processes and management direction
- Comply with WHS initiatives as directed and agreed with management and consultative processes
- Comply with safe work procedures as instructed by supervisor or manager
- Comply with legal and reasonable instructions from employer representatives
- Report all hazards, accidents and incidents to your supervisor and comply with WHS committee recommendations

**Personal Qualities**

Highly developed interpersonal skills with the ability to develop and maintain constructive working relationships at all levels across diverse groups, including teaching and non-teaching staff.

- Cheerful disposition
- Ability to remain calm under pressure
- Willingness to support the mission and values of KWS
- Demonstrate a high degree of discretion, initiative and personal organisation

**Essential Criteria**

- Relevant qualifications in a related discipline
- Rowing experience at a high level
- Coaching experience at a high level in schools or clubs
- Ability to think and plan strategically
- Ability to inspire and motivate the team members and manage performance
- Excellent communication and organisational skills
- Ability to remain calm under pressure
- Up to date with innovative rowing coaching techniques
Support for the ethos and culture of KWS as a Uniting Church Independent Boarding and Day School

Solid understanding of the necessary rowing safety standards and practice required

A high degree of professionalism and willingness to work within the guidelines of the KWS Code of Conduct

Inspirational motivator and enthusiasm

Initiative and flexibility

Ability to lead and work as part of a cohesive team

**APPOINTMENT CONDITIONS**
The regular pattern of work will be determined on the basis of a fortnightly roster which will be provided by the supervisor.

The position is classified under Instructional Services in the Award.

Applications should provide the following documents either by hard copy or by email, with a covering letter addressing the criteria listed above and outlining how to approach the position. Please include a Curriculum Vitae of no more than 4 pages and details of 3 referees including professional and personal.

**Applications close on Friday 1 April, emailed to kkenny@kws.nsw.edu.au or addressed to:**

Mr B J Kennelly
Principal
Kinross Wolaroi School
Locked bag 4
Orange NSW 2800

*Preferred applicants will be screened in accordance with Child Protection legislation*

**Brian Kennelly**
Principal – Kinross Wolaroi School