



KINROSS WOLAROI  
— SCHOOL —

# MIC of Rowing

Candidate Information Pack

Closing Date: 09 October 2020

September 2020



## About Kinross Wolaroi School

**Kinross Wolaroi School** is a co-educational Independent School of the Uniting Church. The School has a strong history of excellent academic results along with a diverse co-curricular program. Kinross Wolaroi School is a non-selective school with over 1100 students (including 330 boarders in Years 7 to 12), located in the NSW Central Tablelands in the city of Orange. The School has a proud tradition of educating young people in an 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 with a varied curriculum to meet the diverse needs of our students.

The School has two main campuses. The main campus, called Wolaroi, is a picturesque campus of 20 hectares and accommodates the main teaching facilities as well as the boarding facilities for boys boarding. A second campus, called PLC, is located approximately five kilometres west of the main campus (on the opposite side of the city of Orange) and houses the girls' boarding facilities, a number of staff residences, a recreation and examination centre, an outdoor swimming pool and playing fields.

All classroom activities (the normal school day activities) for all students enrolled in the Early Childhood Centre and in classes from Kindergarten to Year 12 occur on the Wolaroi Campus. The main campus also includes a performance theatre, an auditorium, a sports complex including gymnasium and indoor swimming facilities, a medical centre as well as five playing fields.

## Further Information

For more information on the organisation, please visit [www.kws.nsw.edu.au](http://www.kws.nsw.edu.au). Among other information, on the home page can be found a helpful 'pictorial tour' and also a video, 'Every story has a beginning', which provides a good insight into the School. There are also a number of videos showcasing the School at this link <https://vimeo.com/kinrosswolaroischool>



## Position Objectives and Responsibilities

The MIC of Rowing will mentor and guide our rowing coaches; design, implement and deliver an rowing program predominantly during the Summer Sporting Season (Terms 4 and 1); as well as provide operational leadership specific to the School's sporting culture. The incumbent will implement appropriate programs that will cater for a range of ability levels, from beginners to students representing the School at National Regattas. This position will be required to coach.

The MIC 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 MIC 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 role is 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 MIC of Rowing is expected to lead and direct all aspects of coaching and performance in consultation with coaching staff. The MIC 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, and over the school holidays.

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

- The safety and wellbeing of students and staff is always of the highest priority;
- An exceptional overall standard of performance for rowing across the whole School;
- The implementation of a well co-ordinated program, which caters for boys and girls alike;
- Effective communication within the Rowing Program, particularly to students, staff and parents;
- The control of financial budgets associated with the Rowing Program;
- Manage and uphold the KWS image, with emphasis on aspects such as punctuality, personal conduct and appearance, good sportsmanship, and representing the School with pride.

It is the responsibility of the MIC of Rowing to ensure a positive relationship exists between the coaches, students and parents.

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

Key Word	Duties
<b>Managing staff</b>	<ul style="list-style-type: none"><li>• Within the parameters of the School's recruitment and selection policies and procedures, recruit, support and manage all rowing coaches;</li><li>• Oversee and manage the conduct of Rowing at the School, including but not limited to crew selection, standards of dress, behaviour and athlete performance;</li><li>• Manage all coaches and supervisors associated with the Rowing Program;</li><li>• Provide mentoring and guidance to all coaches;</li><li>• Design and implement a skill development program for coaches;</li><li>• Collaborate with coaches to create and implement the rowing training plan;</li></ul>



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	<ul style="list-style-type: none"> <li>• Oversee the implementation and delivery of the rowing training plan;</li> <li>• Select and assign coaches to crews for each training session;</li> <li>• Ensure the highest standard of sportsmanship is maintained by staff;</li> <li>• Hold regular coaching meetings and ensure coaching staff are actively engaged in professional development.</li> </ul>
<b>Coaching</b>	<ul style="list-style-type: none"> <li>• Monitor the wellbeing of all students in the Program.</li> <li>• Establish skill development programs for all rowers, commensurate with their experience and capabilities;</li> <li>• Structure a training and regatta program for all students and involve and monitor the coaches within this program;</li> <li>• Manage crew selection and in consultation with coaching staff select crews;</li> <li>• Co-ordinate land-based training programs for rowers;</li> <li>• Ensure that all water and land-based sessions are appropriately supervised;</li> <li>• The correct wearing of uniform, general good appearance of students and good behaviour at training sessions and at regattas;</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Promote the values and goals of the Rowing Program to the KWS Community</li> <li>• Communicate effectively with students and parents through the different channels utilised by the School</li> <li>• Update and distribute the Rowing Handbook to all parents and students;</li> <li>• Document planning and report on progress.</li> </ul>
<b>Events</b>	<ul style="list-style-type: none"> <li>• Co-ordinate and manage key events (such as Year 7s selection, Season Launch, Coach Induction, New Rower's Information evening, Presentation Evening);</li> <li>• Ensure all event dates are planned and confirmed for inclusion in the School calendar;</li> <li>• Develop weekly training timetable;</li> <li>• Liaise with the General Duties Officer to ensure transport and logistics for weekly training are organised and booked;</li> <li>• Plan and lead Boat Camps in October &amp; January holidays.</li> <li>• Ensure all School policies on behaviour, and supervision are upheld.</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Contribute to the development of a Strategic Plan to ensure the ongoing success of KWS Rowing;</li> <li>• 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;</li> <li>• In consultation with the coaches, select crews and plan for regattas to Sydney, Canberra, and elsewhere;</li> <li>• Oversee the planning and organisation of rowing camps and logistics arrangements for attendance at regattas and competitions;</li> <li>• Provide regular reports on the Rowing Program to the School Community through the Family Newsletter and The Chronicle;</li> <li>• Update risk assessment documentation, including the risk register;</li> <li>• Represent the School at RNSW and at Rowing Australia meetings.</li> </ul>



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<b>Manage Resources</b>	<ul style="list-style-type: none"><li>• Contribute to the development of the School's capital expenditure plan for the purchase of rowing equipment;</li><li>• Manage the finances of the rowing program in accordance with the School's published policies and procedures;</li><li>• Oversee the management of facilities and equipment;</li><li>• Maintain the asset register of all KWS Rowing equipment;</li><li>• Ensure the boat fleet is maintained to the required standards.</li></ul>
<b>Work, Health &amp; Safety</b>	<ul style="list-style-type: none"><li>• Take reasonable care to ensure personal safety and health at work and that of other persons in the workplace;</li><li>• Observe all safe work practices and use of personal protective equipment as and when provided;</li><li>• Report ALL accidents, incidents and hazardous situations arising during work;</li><li>• Ensure all water sessions are appropriately staffed and establish, monitor and maintain safety standards relevant to the sport.</li></ul>
<b>General</b>	<ul style="list-style-type: none"><li>• Attend to any other matters thought appropriate for the position and consistent with the skills of the incumbent as directed by the Business Manager.</li><li>• Assist and liaise with the KWS Rowing Parent Support group in regard to assistance at rowing regattas, events, fund-raising, etc.</li></ul>

## Professional Review

This position description as outlined above is intended as a framework for professional review. The School reserves the right to alter roles and responsibilities requirements as required.

## Reporting

In all matters concerning their employment, all employees are ultimately *responsible* to the Principal. However in relation to this role, for practical purposes these functions are delegated to the Business Manager. For day-to-day operational matters the position will be *responsive* to the directions of the Learning Support Coordinator (the Supervisor).

## 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.



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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 Sports Coaching

Relevant experience leading and coaching competitive Rowing programs

The ability to communicate effectively with staff, students and external customer groups

Have a commitment to a harassment-free workplace and support of colleagues

Be organised regarding day-to-day routine and detail

Be punctual and reliable in relation to duty days and times

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## Appointment Conditions

The terms of employment are governed by the *Independent Schools NSW/ACT Standards Model (Teachers) Multi-Enterprise Agreement 2017 (MEA)* as it applies from time to time, or any industrial instrument that replaces the MEA. The role of MIC of Rowing will include a year round load release from Teaching duties for the successful qualified Teacher.

The School also welcomes applications from suitably experienced candidates of non-teaching background. Appointment conditions for this will be discussed with the successful candidate.

Comprehensive terms and conditions of appointment will be the subject of a separate employment agreement.

## Right to Work in Australia

Kinross Wolaroi School is not in a position to sponsor entry into Australia. In applying for an Australian based position you will be expected to already have a valid Australian work permit (permanent residency or applicable work visa). Information on Australian visas and working entitlements are available from the Department of Immigration.

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## Application

To make a confidential enquiry about the position, please contact Madeleine Thomas, Human Resources Advisor on 0459 878 642 or [mkthomas@kws.nsw.edu.au](mailto:mkthomas@kws.nsw.edu.au)

**Before submitting your application please ensure you have:**

- Carefully reviewed the position description and ensure that you understand the role you are applying for and that it is suited to your skills, experience and qualifications.
- Your cover letter is the School's first opportunity to assess your suitability for the position. Your letter should provide insight into not only what you have achieved but also who you are.
- Please ensure that you have addressed the Essential Criteria in your Cover letter.
- Ensure that your CV clearly outlines your qualifications (including the institution and the date completed), career history and current contact details.
- You will need to include at least two referees at the end of your CV. Please provide referees names and current positions. Referees will not be contacted without your prior agreement.

Cover letter and CV can be submitted to [mkthomas@kws.nsw.edu.au](mailto:mkthomas@kws.nsw.edu.au)

or addressed to

Ms Madeleine Thomas  
Human Resources Advisor  
Kinross Wolaroi School  
Locked bag 4  
Orange NSW 2800

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

## The Recruitment Process

Below is some information on how the recruitment process works at Kinross Wolaroi School and expected timeframes:

- The position has been advertised using print and digital media.
  - All applicants will receive an acknowledgment of receipt within two working days. If you have not received an acknowledgement, you should contact the School to confirm receipt.
  - The initial shortlisting process will be completed within two weeks of the closing date.
  - First round interviews are scheduled for shortlisted candidates either face-to-face, via telephone or via skype within one month of the closing date.
  - Referee checking of the preferred candidates happens in the week following the second round of interviews. Referees will not be contacted without prior permission.
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