



# Walford

## Position Description

### Head of Rowing and Pedal Prix

<b>POSITION TITLE</b>	Head of Rowing and Pedal Prix
<b>CONDITIONS</b>	A 2-year tenured position of leadership Full-time including extended hours during the rowing and pedal prix seasons plus flexible hours as negotiated
<b>REPORTS TO</b>	Principal through Head of Sport and Coaching and Director of Professional Growth and Operations
<b>DIRECT REPORTS</b>	Rowing coaches, Pedal Prix coordinator and coaches
<b>KEY RELATIONSHIPS</b>	Director of Finance and Corporate Services, Heads of School, Property Services Manager, Rowing Parent Committee

### Role Description

The Head of Rowing and Pedal Prix is a key role in the School and in the South Australian School rowing and pedal prix communities. This person is responsible for the coordination and oversight of Walford's rowing program in the summer, and pedal prix program in the winter. This includes organising the coaching programs, coaching within the programs, providing leadership to coaches, supervising the operations of the West Lakes Rowing Shed and Pedal Prix Club, and working alongside athletes, parents, and the Rowing Parent Committee.

### Essential Duties

#### General

- Support the Anglican ethos of the School.
- Live the School values of Courage, Commitment, Community and Growth.
- Comply with School policies and procedures and the Walford Staff Code of Behaviour.
- Embody the School's commitment to child safety and actively contribute to creating and maintaining a child safe environment.
- Attend and actively contribute to the Rowing Parent Committee.
- Work with staff to ensure the implementation and maintenance of School policies and procedures.
- Be an active member of relevant professional organisations and engage in relevant professional learning.

#### Leadership

- Continue to grow a rowing community ethos that aligns with the School strategy and builds on the culture of success within the rowing and pedal prix programs.
- Lead and support students, staff, parents and coaches to continually improve their skills and reach their potential within the rowing and pedal prix programs.

- Establish and maintain a positive and professional profile within the School community and in the broader South Australian rowing and pedal prix communities.
- Attend school based and external meetings and events of the key rowing bodies as required, including out of hours.
- Lead and maintain positive relationships with key parties involved in rowing, including but not limited to the Walford Rowing Parent Committee and the Walford Rowing Old Scholars' community.
- Seek out new and unique opportunities to enhance the student experience as well as raise the profile of the Walford rowing and pedal prix programs.
- Contribute to the planning and organisation of rowing and pedal prix fundraising events and functions.
- Actively build the profile of rowing and pedal prix within and beyond the School, serving as an ambassador and engendering support for the program.
- Act as an excellent role model for students, colleagues and parents; always representing the School in a positive and professional manner.

#### **Athlete Management**

- Oversee all rowing crew and pedal prix team selections and the criteria for rowing crew and seat selections.
- Attend trainings and competitions.
- Lead and manage the induction, development, selection, motivation and appraisal of participants in the programs.
- Create and implement a training program for all year groups.
- Set a positive tone for the behaviour of all participants in the programs, encouraging good sportsmanship.

#### **Coach Management**

- Recruit, select, manage and support coaching staff and other personnel involved in the rowing and pedal prix programs.
- Oversee supervision and coaching schedules for rowing and pedal prix.
- Confer regularly with rowing coaches ensuring that: coaches are educated in boatshed protocols, and opportunities for the ongoing professional learning of coaches occurs.
- Assist with the coaching of rowing crews and/or pedal prix teams as appropriate to the program.

#### **Equipment Management**

- Oversee maintenance of rowing boats and equipment.
- Oversee maintenance of pedal prix vehicles. Ensure bikes conform to Australian HPV Racing Design and Construction Specifications and meet AIPP scrutineering standards.
- Coordinate rowing equipment and bike maintenance and repairs, as required
- Ensure all equipment is accounted for, maintained and stored safely.
- Maintain the West Lakes Rowing Shed and Pedal Prix workshop.

#### **Organisation**

- Prepare and administer the budgets and student levies for rowing and pedal prix.
- Create a season calendar of events, camps, interstate trips and regattas for the programs.
- Organise competition entries, including the submission of all Australian International Pedal Prix (AIPP) forms, and liaise as required with AIPP.
- Oversee collation of student permission slips and health information forms.
- Provide weekly running sheets of arrival schedules, race times and other key details.
- Book training facilities.
- Organise and register rowing crews and pedal prix teams for events.

- Plan all logistics including risk assessments, transport, infrastructure, Work Health Safety, food and equipment, for regattas and races. This might include booking of marquees, radio hire, toilets etc.
- Maintain accurate attendance records and make recommendations for braids.
- Plan and attend all relevant camps.
- Ensure effective operations and oversight of the West Lakes Boatshed, including maintaining an organised, clean and tidy boatshed, purchasing tools and equipment, organising repairs, and coordinating ongoing maintenance of operational equipment including the registration of speedboats and trailers.

### **Communication**

- Prepare handbooks and information material for the programs.
- Attend rowing Parent Committee meetings and help guide their activities to help promote the program and raise funds.
- Organise and present at information sessions for rowing and pedal prix.
- Communicate clearly, concisely and confidently with all members of the rowing and pedal prix communities, including through communication about the success of athletes and programs.
- Liaise with parents on matters relating to the rowing and pedal prix programs and selection processes.
- Communicate regularly with the School community including through School publications and social media.

### **Safety and Wellbeing**

- Ensure that accurate student health records are maintained and that coaches are informed of students requiring health plans.
- Remain informed on matters relating to injury prevention, nutrition, recovery and the balance between co-curricular and academic performance.
- Adhere to all work health safety regulations in line with legislative requirements.
- Ensure all policies and safety processes are implemented according to Rowing SA, AIPP and School requirements.

## **Qualifications And Experience**

### **Essential**

- Demonstrated experience in rowing (e.g. rowing, coaching, leading programs).
- Rowing coaching and leadership qualifications and experience.
- Current driver's licence and be able to tow a boat trailer.
- Experience in stakeholder engagement.
- National Police Clearance.
- Working with Children Check (WWCC).
- Responding to Risks of Harm, Abuse and Neglect (Masterclass)
- First Aid.

### **Desirable**

- University qualifications in sports, management and/or teaching.
- Understanding of and experience in pedal prix.
- Bus licence.
- Membership of relevant subject professional organisations.
- Experience with sports at a school and/or an elite level.
- Knowledge of and experience with Clipboard, Canvas, Synergetic and Microsoft Office.

### **Personal Attributes**

- Superior organisational skills.
- A consultative, compassionate approach to leading and working with others.
- The capacity to think strategically and innovatively.
- Superior verbal and written communication skills.
- Meticulous attention to detail.
- Experience communicating with a wide range of community members and stakeholders.
- The ability to work within and promote a positive team environment, and to mentor and coach staff through cultural change.
- The ability to manage and constructively resolve conflict.

## **Acknowledgement**

This Position Description has been developed to indicate the general nature and level of work performed by employees within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and requirements of employees assigned to the role. Staff may also be required to perform any other duties that they may be directed to perform which could be reasonably considered relevant to the position.