



POSITION DESCRIPTION

Title	Head of Rowing
Department	Xavier Sport Department
Reporting	Head of Sport
Location	Senior Campus, Kew

Our Intent

At Xavier College we aspire to form exceptional graduates through inspiring learning experiences and our distinct Jesuit character. The individual is expected to align their actions and leadership with the Intent, our Graduate qualities and the Pillars in the Xavier College Strategic Plan **XC150**.

Our Position

The Head of Rowing will make a significant contribution to an aspirational and rigorous culture of educational and operational excellence at Xavier through their leadership offered to students, parents and all educators engaged with the Senior Campus and works in partnership with the Head of Sport, Director of Campus and other members of the campus Leadership team.

The Head of Rowing reports to the Head of Sport and holds a key responsibility for leading an enriching Rowing program. The role requires a collaborative and engaging mindset, with empathetic and effective actions and communication supported by good process and documentation. Quality in personal engagement and the formation of positive relationships with students, staff and parents is essential.

The Head of Rowing will work constructively with the Xavier Sport Department to ensure an inspiring, positive and relational culture is maintained across the school community. This culture is centred in the understanding of cura personalis – the care of the individual – and the wider values and characteristics of Jesuit education. It is driven by the desire to promote rigorous standards of educational and operational excellence, and is especially attentive to all matters of child safety.

Core Duties and Responsibilities

Operational Management:

- Lead and manage the strategic direction and program structure of the Xavier College Rowing Program.
- Establish and implement effective operational and logistical processes for the Xavier College Rowing Program. This includes, but is not limited to the coordination and administration of:
 - Rowing training
 - Rowing regattas
 - Rowing camps
 - Rowing tours
- Manage and monitor the rowing program financial budget, providing strategic direction towards capital purchase of fleet and inventory, as well as operational costs and levies.
- Establish sound communication platforms that enable regular and timely information distribution with students, staff and the wider community.
- Manage the process of fleet and inventory maintenance.
- Manage and mitigate risk in relation to occupational health and safety of the program.
- Manage and guide student and staff surrounding child protection and mandatory reporting within the program.
- Manage and mentor the behaviours of all staff, students and the wider rowing community to uphold the standards and expectations of the College.
- Produce seasonal reports and review of program at the direction of the Xavier College Head of Sport.
- Liaise with the Parent Support Group (PSG) in actioning support they can provide towards the rowing program. This includes, but is not limited to:
 - Rowing events
 - Fundraising
 - Rowing breakfasts
- Liaise and collaborate with the Xavier Sport Department in the coordination of Rowing Program operations and logistics.
- Liaise and collaborate with pastoral care and health & wellbeing services within Xavier College to enable a safe and supportive environment for all students and staff.

Coach and Athlete Development:

- Establish strategic program goals and objectives for athletes and coaches that enable the sequential development of the physical, psychological, technical and tactical skills required within the Xavier Rowing Program.
- Develop and implement technical rowing model and specific training programs that encompass program objectives, sequential development and learning of all rowers, coxswains and coaches within the program.
- Integrate technology and resources that can monitor training loads and athlete development.
- Identify and analyse objective and subjective performance data of both rowers and coxswains.
- Establish and implement selection processes and guidelines for crew selection and National Event participation that encompass performance data, programming monitoring and benchmark testing.
- Identify and align students with information and knowledge surrounding external rowing pathways to enhance their experience and opportunity for future engagement in the sport.

- Provide expertise and guidance in boat rigging and set-up to enable best performance.
- Actively identify and recruit rowing and coxswain coaches that reflect alignment with Xavier College values and program objectives.
- Provide coaching development and review through education and mentoring towards all coaches and staff to enable best and effective practice.
- Liaise and collaborate with the Xavier Sport Department in the coordination of athlete and program development.
- Mentor and provide technical feedback to students and the wider community surrounding rowing practice.

Child Safety:

- Manage and guide student and staff in respect of child protection and mandatory reporting within the program.
- Have knowledge of the relevant laws College Code of Conduct, Child Safety and Protection Policy, Mandatory Reporting Policy and comply with all requirements.
- Read and formally acknowledge acceptance of the College Code of Conduct for staff.
- Take all reasonable steps to protect children from abuse.
- Fulfil obligations as mandatory reporters including reporting to external authorities where applicable.
- Report any reasonable belief that a child's safety is at risk to the Head of Sport, relevant Head of School or Principal.

Occupational Health and Safety:

- Manage and mitigate risk in relation to occupational health and safety of the program.
- Comply with Victorian OHS legislation and Xavier College OHS policies and procedures.
- Perform duties in a safe manner without risk to his/her own health and safety, or the health and safety of others including, but not limited to students, other staff, contractors, volunteers, and visitors.
- Report any hazard, incident, injury or illness as soon as practicable.
- Make OHS a priority, by completing, or contributing to, required risk management plans whilst undertaking tasks in the School's operations.

Our Xavier Leadership Traits

As a senior leader of the College, the Head of Rowing should consistently display effective leadership traits. At Xavier, we identify the value and importance of:

- competence, conscience, compassion and commitment
- those we serve
- respectful, divergent thinking
- ideas and innovation
- leading high standards
- collaboration and collegiality
- openness, trust and ownership
- process, solutions and outcomes
- stewardship and sustainability
- the pursuit of the possible

Selection Criteria

- Significant experience as a leader in a high-performance Rowing environment
- A commitment to educating children in Catholic Faith and Identity in a Jesuit school
- Demonstrated ability to act with and foster collaboration and effective teamwork
- Exceptional organisational, administrative, and operational skills
- Demonstrated positive approach to change and to strategic planning and implementation
- Demonstrated generous commitment to the holistic education of children
- Demonstrated knowledge of, adherence to and leadership for child safety, the Child Safe Standards and an exceptional culture of child safety
- Proven capacity to lead staff of a range of ages and experience, and a willingness to continually develop in this area
- Well-developed people management skills coupled with strong communication and interpersonal skills, especially for the benefit of students, staff and parents
- Ability to work in a dynamic environment that requires self-direction, team-orientation, and the ability to effectively handle pressure in a manner consistent with Ignatian values
- Theoretical and practical knowledge of current trends in sport and coaching
- Ability to develop, cultivate and maintain professional relationships with staff and in the wider school community

Compliance Requirements

- Coaching Accreditation in a high-performance setting
- Prior experience leading and developing successful School sport programs
- Working With Children Check 'E' card
- Australian Childhood Foundation "Safeguarding Children" online module completion
- DET Mandatory Reporting and Other Obligations Training (annual update)
- Province Code of Conduct and acceptance of the Code (on appointment)
- First Aid accreditation including CPR, Anaphylaxis, Asthma Management

Other Duties

The nature of the position is such that the Head of Rowing will be required to be available outside normal school hours and be available to attend College events as might be relevant. The Head of Rowing may also be asked to undertake other leadership responsibilities as directed by the Head of Sport or the Principal.

Terms and Conditions

Reporting Line:	Head of Sport All staff are responsible to the Principal and Rector
Tenure:	Two years with an option of a further two years pending a successful review of the program.
Review:	Yearly professional growth objectives and review
Location:	Senior Campus, 135 Barkers Road, Kew Xavier Boatsheds Hawthorn

All other terms and conditions as per the Xavier College Enterprise Agreement 2016.

Positions of Leadership at Xavier College

Leadership through Our Pillars

Our Intent at Xavier, highlighted in our Strategic Plan, is developed through seven Pillars: Our Jesuit Identity, Our Inspiring Learning, Our Student Life, Our Xavier Family, Our Professional Expertise, Our Operational Excellence, and Our Global Engagement. Each have core Values and Priorities that direct and drive our ongoing actions. It is essential that these actions demonstrate alignment across the College, and that individual actions similarly align with values and priorities and identified actions across each of the Pillars. This is essential for leaders at the College, and that they speak purposefully and powerfully to these key pillars of action through their lived experience.

Our Jesuit Identity

As a delegated leader, the incumbent will:

- be inspired at all times by the highest Ignatian ideals of companionship and collegiality, of being men and women for and with others and who desire to make a positive difference in the world
- be discerning and reflective, deeply committed to the ongoing exploration of their own spirituality, in order to accompany staff and students at the College on their holistic journey
- promote and protect the Ignatian beliefs, Jesuit ethos and Jesuit educational tradition in every aspect of College life, ensuring they are acknowledged, articulated and developed among the whole Xavier Family.

Our Inspiring Learning

As a delegated leader, the incumbent will:

- promote the efficacy of all educators and their role in the mission of the holistic education of students at the College
- liaise on a regular basis with the Director of Campus so as to fully appreciate the educational objectives and needs of the College and its respective elements
- be conversant with current curriculum issues and future curriculum development, especially as it pertains to effective teaching and learning practices and support structures.

Our Student Life

As a delegated leader, the incumbent will:

- model their leadership on the ASPIRE Qualities of the College, with a deep sense of how staff actions are oriented for the good of student outcomes
- support the application of student pastoral care and *cura personalis* from an operational and strategic perspective
- support those charged with the delivery of pastoral care in undertaking these responsibilities, especially through the adept undertaking of events and activities.

Our Xavier Family

As a delegated leader, the incumbent will:

- be responsive to parent needs through the evaluation of their views and the implementation of effective communications strategies
- be responsible for providing strong leadership and direction by contributing to a passionate educational community that aspires to achieve excellence through continual improvement in all aspects of school life
- assist the Director of Campus in offering effective planning and communication of significant College events and activities relevant to the Campus.

Our Professional Expertise

As a delegated leader, the incumbent will:

- model effective Ignatian leadership and the Xavier Leadership Traits, with fellow leaders and in all engagements with all members of the Xavier Family
- take a particular interest in the professional growth and performance of all staff, assisting with staff appraisals/reviews, as required and in conjunction with the professional growth model of the College
- support fellow leaders to ensure that there are effective and proactive levels of support for staff, thereby contributing to an excellent staff culture.

Our Operational Excellence

As a delegated leader, the incumbent will:

- effectively liaise with the Director of Campus and other colleagues to oversee the construction and implementation of College activities and events in order to maintain and lead an excellent standard of delivery
- ensure appropriate College strategic planning and evaluation of events and systems
- ensure that events and activities undertaken by students and staff are conducted with an understanding of excellence and commensurate performance measures and outcomes.

Our Global Engagement

As a delegated leader, the incumbent will:

- consider and promote valuable learning and operational linkages across national and international domains
- effectively support the Head of Expeditions and other staff charged with engaging in national and international domains, with particular attention to process, operations, risk and documentation
- engage with Jesuit education networks including “Educate Magis”.

Our Attitudes and Habits of Educators at Xavier

In alignment with the Ignatian profile of an educator in a Jesuit school, Xavier College has identified complimentary attitudes and habits that are essential attributes for educators at Xavier. The College recognises the power and critical need for individuality and diverse gifts among its members, as well as the similar requirement for an alignment in attitude and habit that are necessary for effective teamwork and alignment.

As a significant leader at the College, these attitudes and habits should be:

- consistently demonstrated and modelled in all areas of endeavour
- used to positively inform the consistent practice and standards of all educators at the College.

An educator at Xavier College:

- clearly models the Xavier ASPIRE Graduate qualities through teaching and personal actions
- demonstrably values competence and skill in the art of teaching or area of service/work, performing at or beyond a 'highly accomplished' level (or equivalent) in the national teaching and leadership standards
- demonstrates active reflection in personal practice by engaging in and being responsive to professional feedback and conversations that are performance and growth oriented
- values all aspects of the role equally, seeking to meaningfully attend to tasks through competent commitment that attests to quality outcomes and performance
- conducts themselves with a clear intent to model and uphold Gospel values and Ignatius' understanding of generosity
- values solving problems more than identifying them, and the collaborative and creative generation of thoughtful ideas, thereby positively contributing to all areas of College life
- seeks alignment and collaboration in professional activities, through respectful and empathic conversation and the desire to act for and with others
- is honest, trustworthy and companionable, acting with integrity in supporting others and treating all with respect
- works to identify and develop the inner potential, capacity and self-worth of every student and colleague
- understands and fosters the strategic vision of the College, as well as the holistic view of education in a Jesuit school.