APPOINTMENT OF DIRECTOR OF ROWING

Hunter Valley Grammar School seeks to appoint a Director of Rowing to commence Term 3, 2016.

The School

In its short history Hunter Valley Grammar School has come to be recognised as the premier school in the region and aims to be one of the most outstanding independent schools in NSW and across Australia.

The School is situated at 42 Norfolk Street, East Maitland, in the wonderful Hunter Valley, regarded as Australia’s oldest and one of its most well-known wine regions. Add to this a wide array of traditional and contemporary delights expected of a world famous wine region, as well as a myriad of surprises, a rich diversity of pursuits and people and you will find the Hunter Valley one of the most vibrant and relaxing places to live.

Less than two hours drive from Sydney and 45 minutes from Newcastle Airport, the destination is easily accessible from anywhere around the world.

Hunter Valley Grammar School promotes the values for life education for each student which embraces their intellectual, physical, emotional and spiritual development. The School encourages the pursuit of excellence in all areas, and develops in students a passion to become lifelong learners with the desire to grasp life’s opportunities. We do this within a learning community that lives its values and provides each student with a range of quality educational and developmental experiences.

The overall Preschool to Year 12 nature of our School has resulted in a warm, family-style atmosphere, and provides a smooth transition between infants, primary and high school.

Further information

Applicants are encouraged to visit the School Web-site at www.hvgs.nsw.edu.au and to consider thoughtfully the ethos and values of the School.

Hunter Valley Grammar School has been rowing since 1992 with ongoing success at State and National level. The School is committed to giving all students the best possible experience of the sport and invests heavily in facilities, equipment and staff to support the Rowing Program.
In 2015, the Rayward Boathouse was fully renovated and extended. Over the last three years, eighteen boats have been added to a large fleet alongside strength & conditioning equipment and coaching launches.

This is a full-time position reporting to the Director of Sport, Senior School. There will often be a requirement to work more hours during the competitive season including after hours, on weekends, public holidays and over the school holidays. The Director of Rowing is based at the Rayward Boathouse at Berry Park. It is one of the Director of Rowing responsibilities to manage and help maintain the Boathouse.

**Position Objectives & Responsibilities**

The Director 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 of students in the program. The Director 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 Director of Rowing responsibilities cover three general areas: performance, administration and logistics.

1. **Performance**
   
   a. To work with the Director of Sport, Senior School to develop, implement and regularly review a Rowing Program that supports the School’s philosophies, including:
      
      i. Introduction to rowing and recruitment of Year 7 students.
      ii. Crew/year level based programs.
      iii. Coach development
   
   b. To appoint, lead and develop a team of rowing coaches.
   c. To develop, in collaboration with the coaches, deliver and monitor training programs for crews that are consistent with current best practice and the School’s philosophy on student wellbeing.

2. **Administration**
   
   a. To administrate the day to day running of the Rowing Program.
   b. To raise the rowing profile within the school community and actively recruit from the student body.
   c. To develop and implement all policies regarding rowing at HVGS, including the annual Rowing Handbook, the Crew Selection Policy and the Code of Conduct.
   d. To consult regularly with the School’s Compliance Officer to ensure the development and implementation of an effective risk management strategy and adherence to the School’s Risk and WHS policies and practices.
   e. To prepare, submit and manage the annual budget for the Rowing Program, including capital expenditure and assets management.
   f. To maintain efficient and cooperative relationships with all students, coaches, parents, support group and external organisations (Rowing Australia, Rowing NSW, Central
District Rowing Association, Endeavour Rowing Club and the Newcastle University Boat Club and other clubs and schools).

g. To recognise and promote the students’ achievements through the HVGS community, the HVGS Rowing Award Ceremony and the HVGS Sports Presentation Night.
h. To ensure the school’s high standards of behavior are met at all times by students and staff.

3. Logistics

a. To coordinate with the Director of Sport, Senior School and rowing coaches in relation to the planning, logistics and support for training and events (regattas, training camps, etc.).
b. To organise the School’s annual regatta and coordinate with the Central Districts Rowing Association and the HVGS Rowing Supporters Group.
c. To maintain the fleet and equipment related to the Rowing Program.

Selection Criteria

- Appropriate rowing and coaching experience in schools or clubs.
- Relevant experience coordinating or managing a rowing program.
- NCAS Rowing School/Club Coach Certification and working towards a Performance Coach (Level 3) certification.
- Current CPR and Senior First Aid qualifications
- Ability to think and plan strategically
- Good leadership and personal relationship skills
- Excellent written and verbal communication skills
- Open Driver’s License (Light-rigid preferred) and capability of towing a fully loaded trailer
- Current Working With Children Check

Salary & Conditions – to be negotiated with the preferred applicant based upon his/her qualifications, experience and success.

Other benefits

- A 4WD is available to the Director of Rowing to use for travel related to rowing. When not being used specifically for Rowing the vehicle is garaged at the school and available for other school uses
- The Assistant to the Director of Sport, Senior School is available to assist the Director of Rowing with all clerical type tasks
- Accommodation, meals and appropriate out of pocket expenses are paid by the School when attending regattas, and other official duties on behalf of the School
- Access to a modest range of Professional Development & courses is funded
**Application**

Suitable applicants should apply by submitting an application ON THE APPLICATION FORM. This form **must** be completed in FULL and all information requested must be provided. Applicants who do not use the application form will disqualify themselves from the process.

You may include other information that you feel will assist the process, however, only include information that is highly pertinent to this application and keep that material **brief**.

Applications will be received in digital form only and per email where a short introduction is expected and the application attached as a **PDF**. They are to be sent to Mrs Ana Stratton, [strattona@hvgs.nsw.edu.au](mailto:strattona@hvgs.nsw.edu.au)

Inquiries regarding the position may be directed to the Principal, Paul Teys by email to [teysp@hvgs.nsw.edu.au](mailto:teysp@hvgs.nsw.edu.au) or by contacting his Executive Assistant on 4931 0713.

**Applications close at 3.30 PM on Monday 13 June** - Applications received after this date will not be considered.

Paul Teys  
Principal