



## Position Description

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|----------------------------|---------------------|
| <b>Position name</b>       | Rowing Coach        |
| <b>Position reports to</b> | Director of Sport   |
| <b>Tenure</b>              | Contract, part time |
| <b>Date</b>                | April 2025          |

### About St Margaret's

St Margaret's College offers a unique education for girls from Year 1 through to Year 13 for boarding and day girls. We have a dual pathway with NCEA and the International Baccalaureate Diploma programme and a strong emphasis on wellbeing and pastoral care as well as academic success. With a commitment to holistic education, balancing academic excellence with a multitude of co-curricular opportunities, St Margaret's College encourages students and staff to discover their passions and be the very best they can be.

A St Margaret's College education is founded on Anglican values with a focus on service and wellbeing and offered within a modern school environment promoting diversity, innovation, and sustainability. Each student is set up for success, joining a global alumni network of wāhine toa with the courage to embrace change, the confidence to lead, the desire to learn, and the drive to make a positive impact on the world.

### Our Vision

To create empathetic, confident and connected global citizens who value personal excellence and strive to make a positive difference.

### Our Purpose

Empowering girls to learn, live and lead.

### Our Values

Integrity – Kia pono, Excellence – Kia kairangi, Resilience – Kia manawaroa, Equality – Kia tōkeke, Higher purpose – Te pūtake.

### Position Purpose

To improve the skill development of student rowers at St Margaret's College in order to produce performances and results at the highest level and to provide opportunities for all students participating in rowing in a supportive and encouraging environment and at all times reflecting the culture of St Margaret's College.

## Key Accountabilities

| Accountability                      | Expected deliverables  |
|-------------------------------------|--|
| Coaching                            | <ul style="list-style-type: none"> <li>• Coach rowers in on and off water programmes</li> <li>• Contribute to smooth running and success of the club in all aspects</li> <li>• Contribute to optimum crew selections</li> <li>• Demonstrate to rowers good practice on and off the water at all times</li> <li>• Attend allotted training sessions</li> <li>• Attend all training camps and regattas where possible</li> <li>• Attend Coach education opportunities when available</li> <li>• Communicate regularly with Head Rowing Coach, Athlete Support Manager and Rowing Manager about any concerns or issues around training, performance, discipline or student wellbeing</li> <li>• Uphold and enforce all College expectations of staff and student behaviour and personal presentation when representing the College and when away as a club</li> <li>• Foster team spirit and camaraderie and a passion for rowing</li> <li>• Responsible for safe and appropriate gear and facilities</li> <li>• Ensure boats, equipment and sheds are well cared for and report any damage to the Head Rowing Coach and Director of Sport immediately</li> <li>• Manage all risks associated with rowing as per the SMC Rowing Hazard and Risk Register</li> </ul> |
| Student Welfare and Support         | <ul style="list-style-type: none"> <li>• Displays passion and enthusiasm for rowing and for working with young people</li> <li>• Positive role model and inspiration for young female rowers</li> <li>• Sets high yet achievable goals and benchmarks and assists athletes to reach these with individuals abilities</li> <li>• Can demonstrate Excellent time management skills and life balance strategies</li> <li>• Personal commitment to ensuring the health and wellbeing of the team and individuals</li> </ul>  |
| Team Contribution and Communication | <ul style="list-style-type: none"> <li>• The Rowing team is kept informed and up to date on all trainings and student progress and developments</li> <li>• Uphold and enforce all College expectations of staff and student behaviour and personal presentation when representing the College and when away as a club</li> <li>• Demonstrate professionalism and be role models to the girls in our care. Consequently, our standard of grooming and dress should reflect this at all times. It is expected that you wear any items of clothing as issued by the College</li> <li>• Uphold and enforce all College expectations of staff and student behaviour and personal presentation when representing the College</li> <li>• Manage all communication including social media engagement in a manner that cannot be misconstrued. Any concerns to be raised with the Director of Sport and the Rowing Manager immediately</li> <li>• A positive attitude when carrying out all delegated tasks at all times</li> <li>• Reliability for all commitments</li> </ul>  |
| Health & Safety                     | <ul style="list-style-type: none"> <li>• Health &amp; Safety - comply with all SMC rules and procedures</li> <li>• Report all injuries, illnesses and incidents to the Rowing Manager. Complete an injury report form when necessary within 24 hours of injury / illness</li> </ul>  |

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|                                      | <ul style="list-style-type: none"> <li>• A current First Aid Certificate is maintained</li> </ul>  |
| Being part of the St Margaret's team | <ul style="list-style-type: none"> <li>• Actively, collaboratively and positively participate as a member of the administration team</li> <li>• Proactively look for opportunities to improve processes</li> <li>• Perform any other duties as reasonably required by the Director of Sport</li> <li>• Comply with and support all health and safety policies, guidelines and initiatives</li> <li>• Ensure all incidents, injuries and near misses are reported into PeopleSafe</li> <li>• Understand and adhere to all St Margaret College procedures, policies, guidelines, and standards of integrity and conduct</li> </ul> |

### Functional Relationships

- Director of Sport
- Head Rowing Coach
- Rowing Manager
- Athlete Support Manager
- Rowing Coaches
- Fitness Provider
- Parents of Rowers
- Rowers

### Qualifications & Experience

- Competent and experienced Rowing coach