



POSITION DESCRIPTION

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the Principal, in response to the strategic direction of the School, and the development of the skills and knowledge of the position.

JOB TITLE	Rowing Coach
HOURS OF WORK	Casual – hours vary. Mon – Sun, start/finish times fluctuating between 5:30am – 7:00pm
SCHOOL	<p>Melbourne Girls Grammar Senior School (Merton Hall Campus) 86 Anderson Street, South Yarra, 3141</p> <p>Melbourne Rowing Club 8 Boathouse Drive, Melbourne, 3000</p> <p>Additional offsite venues as required</p> <p>This role requires regular travel between campuses and rowing venues. You may be expected to arrange your own travel to/from venues.</p>
FACULTY/DEPT	Artemis
REMUNERATION CLASSIFICATION	Educational Services (Schools) General Staff Award 2020 – Instructional Services
REPORTS TO	Rowing Co-ordinator(s), Head of Rowing, Head of Sport and Coaching, and ultimately the Principal.
SUPERVISES	Students from Year 8 - 12.
POSITION OBJECTIVE	<p>Melbourne Girls Grammar aspires to deliver a leading sport and physical activity program which nurtures confident and capable students with skills, knowledge and behaviours to:</p> <ul style="list-style-type: none"> • Be fit for life; • Make healthy and informed decisions relating to their physical wellbeing and performance; • Try new things in an ever-changing environment. <p>It is the Artemis Centre vision for every Grammarian to be active every day, and for every graduate to leave MGS engaged in sport or physical activity on a regular basis. The aim of a casual rowing coach is to deliver high quality coaching as directed by the relevant Rowing Co-ordinator, Head Coach and Head of Rowing, and participate in the effective running of the MGS Rowing Program according to the MGS School values.</p> <p>This position requires attendance at all training sessions, camps and regattas through Terms 3 - 4, and Term 1 the following year (as well as during non-term time as required). Additionally, Rowing Coaches will have minor administrative and logistical duties year-round. Each Coach is</p>

Reference	Rev	Date	Page	Authorised By	Signed by Employee
Rowing Coach	6	April 2026	1 of 7	Head of Sport & Coaching	_____ / /



	<p>directly responsible for the safety and management of their crew and equipment.</p> <p>As part of the Rowing Team, Casual Coaches are to comply with the Safety Management Plan (SMP), review their safety procedures on a regular basis and report to their Coordinator and the Head of Rowing on matters relating to safe conduct on and around the water.</p> <p>This position description is aligned with the MGS Sport Coach Performance and Development Review, which guides a process of self-reflection, open discussion and goal setting. This review process is completed at the conclusion of the Rowing season.</p>
PERFORMANCE CRITERIA	<p>KEY ACCOUNTABILITIES</p> <p>The expectations and responsibilities of the Rowing Coach are aligned with the following 8 Performance Criteria and will guide the Performance Review at the end of the season/year.</p>
COACHING (TECHNICAL KNOWLEDGE, SKILLS AND ABILITIES)	<ul style="list-style-type: none"> • Provide high quality coaching in line with the MGS Model of Rowing, with a focus on language/terminology used, technical movement taught, adherence to school policy and procedure, boat and equipment maintenance; • Ensure the safety and wellbeing of participants at all times. This includes assisting the Head of Rowing and relevant Co-ordinator to ensure duty of care for students and staff is exercised at all times; • Attend all athletic development and water sessions (including camps and regattas) as directed by the Head of Rowing; • Monitor participants and teams to maintain positive skill and physical development and a holistic approach to student wellbeing; • Foster a positive training culture and fun environment; • Ensure crews are selected in line with MGS Selection Policy; • Ensure Coxswains are recording sessions as directed by the Coxswains Coach, relevant Co-ordinator and Head of Rowing; • Participate in any professional learning or upskilling opportunities offered by the Artemis team and continually review and assess your own coaching performance with a growth mindset; and • Attend sessions from different squads to observe other coaching methods. Assist with ensuring the coaching is streamlined across squads and is developing according to the MGS Model.
PROFESSIONAL BEHAVIOUR	<ul style="list-style-type: none"> • Arrive on time for each session, and with enough time to set up the required session; • Wear the correct uniform to each session and present neat and polished: <ul style="list-style-type: none"> ○ MGS Coaches polo to every training session and regatta with navy or black pants/shorts. ○ Appropriate shoes.



	<ul style="list-style-type: none"> ○ MGGs hats in Term 4 and Term 1. ● Display maturity and always behave professionally with students, parents and colleagues; ● Show care for all equipment and facilities, following procedure to safely return equipment to correct storage area; and ● Display high levels of trust, integrity and work ethic.
PLANNING AND PREPARATION (SELF-MANAGEMENT)	<ul style="list-style-type: none"> ● Prepare for sessions ahead of time and deliver them to pre-planned structures/schedules; ● Manage time effectively to get the most out of every session; ● Display excellent organisational, planning and time-management skills; ● Consistently meet deadlines and targets as set by the relevant Co-ordinator, Development Coach and/or Head of Rowing; ● Complete program-specific coaching courses via the eVI Coaches Hub; ● Prepare training sessions that align with the MGGs Model for Terms 3 – 4 and Term 1 the following year (including camps and regattas), based on the training prescriptions provided by the relevant Co-ordinator and Head of Rowing; ● Where possible and as required by the Head of Rowing, assist with the organisation of any rowing camps or functions including but not limited to the January Camp, HOSG and Presentation Dinner; ● Prepare and administer student feedback forms.
RELATIONSHIP BUILDING	<ul style="list-style-type: none"> ● Be friendly and approachable with students, parents and colleagues; ● Place importance on knowing each student on an individual level - learn their names, understand their level of skill, motivation and confidence; ● Adapt behaviours to suit different age groups and stakeholders; ● Display active and effective listening skills; ● Display empathy and nurture athletes when appropriate. ● Ability to create an inclusive, fun and productive environment for students and staff to be challenged;
COLLABORATIVE PRACTICE	<ul style="list-style-type: none"> ● Work with the relevant Co-ordinator, Development Coach and/or Head of Rowing to ensure compliance with competition framework, sport integrity and inclusion, selection criteria and sport policies; ● Ensure up to date understanding of team objectives and goals, and contribute meaningfully to furthering the Rowing Program; ● Work well within the team – act as a team player; and ● Take accountability for delivery of individual outcomes.



	<ul style="list-style-type: none"> Assisting with the maintenance of all equipment and logistics and where possible, assist the Head of Rowing with logistics of rowing camps, regattas and functions.
DECISION MAKING	<ul style="list-style-type: none"> 'Think on your feet' and problem solve quickly and effectively; Manage competing priorities appropriately - understand what needs actioning now or can wait; and Recognise when help is required and be confident to ask for support.
COMMUNICATION SKILLS	<ul style="list-style-type: none"> Ability to communicate with students in a way that converts complex techniques into sports language and effective coaching for students and staff; Ability to communicate selection queries in a way that supports and guides students and staff in a transparent and well-rounded manner; Well-developed communication and inter-personal skills which build and maintain effective and positive working relationships with immediate supervisors, colleagues and officials; Comply with preferred communication methods used to disseminate information to MGS staff, parents and students including eVI and email; Communicate professionally and effectively (language and behavior) with stakeholders including students, parents, MGS staff and external groups; Direct all parent queries upwards to the relevant Co-ordinator or Head of Rowing; Attend staff meetings to discuss any relevant issues, upcoming events, program development and coaching education; Ensure clear communication (verbal and written) is delivered surrounding all selection decisions in line with MGS Selection Policy. Be professional, polite and age-appropriate in all communications with all groups, including students, parents, MGS Staff and officials;
CHILD SAFETY, RISK AND POLICIES	<ul style="list-style-type: none"> Actively check environments for risks at the beginning of each session, and immediately address them as appropriate; Always ensure the safety of the participants by promoting a physically, emotionally, and culturally safe space for students; Always remain equipped with first aid kits when required (e.g. coaching off-campus) and administer first aid if a student is in need; Report all incidents, accidents and identified risks to the relevant Co-ordinator, Head of Rowing and/or Head of Sport and Coaching. This includes 'near misses' and lost or broken equipment; Take personal accountability to be adequately informed of student medical conditions; Understand and demonstrate correct student-transport ratios when travelling off-campus;



	<ul style="list-style-type: none"> • Ensure School policies regarding Uniform, Sun Protection, Positive Relationships, Duty of Care and Child Safety are adhered to without exception; • Adhere to the MGGs Sports Coach Code of Conduct; and • Adhere to the Rowing Australia Coach's Code of Ethics.
CHILD SAFETY OBLIGATIONS/ REQUIREMENTS	<ul style="list-style-type: none"> • Demonstrated ability to follow child safety protocols when supervising children and young people in relation to child safety; • Must be able to demonstrate an understanding of appropriate behaviours when engaging with children; • Abide by all MGGs Child Safety Policies and Codes of Conduct and demonstrate active commitment to the MGGs Statement of Commitment to Child Safety; • Supervise and manage staff appropriately including regular reviews to check whether staff are following Codes of Conduct and other child safe policies; • Demonstrated commitment to promote Aboriginal cultural safety and awareness and the safety of Aboriginal children and/or communities; • Demonstrated ability to promote the safety, wellbeing and inclusion of all children including those with a disability or those from culturally and/or linguistically diverse backgrounds.
SPORT SPECIFIC SAFETY	<ul style="list-style-type: none"> • Be fully conversant with the Safety Management Plan (SMP) • Assess the risks to the Rowing Team both on and off the water in accordance with the SMP prior to training. • Add any incidents to an incident log, complete incident forms and notify Head of Rowing and RV where required. • Report to the Head of Rowing on day-to-day safety issues. • Take due regard of any advice or direction provided by any relevant water authority relating to local water or weather conditions and amend risk assessments and safety plans accordingly. • Exercise authority to override coxswain to maintain the safety of crew and other river users boating activities where the conditions are seen to be unsafe.
OTHER	<ul style="list-style-type: none"> • Display a sound understanding of the rowing stroke, development of a rowing program and high-performance sporting environments; • Display a working knowledge of rowing competition rules and regulations; • Display a sound understanding of all possible risks associated with rowing; • Experience using Word, Excel and Outlook; • High level literacy and numeracy skills;



	<ul style="list-style-type: none"> • Sport Coaching at MGGGS involves the demonstration of skills, techniques and drills, and active participation in sessions. It is a requirement that Sports Coaches are physically fit and healthy enough to carry out demonstrations and actively participate in coaching activities without risk of harm to themselves or others. • Any other duties as requested by the Head of Rowing, Head of Sport and Coaching, or the Principal.
QUALIFICATIONS & EXPERIENCE	<p><i>Essential</i></p> <ul style="list-style-type: none"> • Current Victorian Employee Working with Children Check; • Current HLTAID009 Provide CPR and HLTAID0011 Provide First Aid certificate (previously 001 and 003) or be prepared to acquire; • NCAS Level 1 Coaching Accreditation (Rowing); • Community Coaching Essential Skills Course; and • Current Victoria Boat Licence. <p><i>Desirable</i></p> <ul style="list-style-type: none"> • Tertiary qualification in, or studying Sports Management, Education or Administration; • NCAS Level 2 Coaching Accreditation (Rowing); • Current Victorian Driver's Licence (Full); • Medium Heavy Vehicle Licence;
CHILD SAFETY	<p>All staff at Melbourne Girls Grammar are expected to take an active role and are well informed of their obligations in relation to Child Safety. The Melbourne Girls Grammar Child Safety Statement is incorporated in the MGGGS staff employment cycle from recruitment and reference checking to induction, review processes and regular staff training and professional development.</p> <p>Employment with Melbourne Girls Grammar is subject to adherence to school policies including the Child Safety Policy, Child Safety Code of Conduct and Child Safety Statement as listed below.</p> <p>MGGGS Statement of Commitment to Child Safety</p> <ul style="list-style-type: none"> • As MGGGS staff, volunteers, contractors, and any other members of our school community involved in child-connected work, we are responsible for supporting and promoting the safety of children. • We are committed to the safety, participation and empowerment and protecting of all children / students in our care and adhering to our Child Safety Policy. • We are committed to providing a child-safe and child-friendly environment, where children and young people are safe and feel safe and are able to actively participate in decisions that affect their lives. • We have zero tolerance of child abuse and are committed to the protection of children from all forms of child abuse and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures. Our policies and procedures will



	<p>provide the name and contact details of staff who have specific responsibilities in relation to child safety and who may receive reports of suspicion of child abuse. Child abuse includes sexual offences, grooming, physical violence, serious emotional or psychological harm, serious neglect and a child's exposure to family violence.</p> <ul style="list-style-type: none"> • We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously. • We are committed to preventing child abuse, identifying risks early and removing and reducing these risks. • We have robust human resources and recruitment practices for all staff and volunteers. • We are committed to regularly training and educating our staff and volunteers on child abuse risks. We support and respect all children, as well as our staff and volunteers. • We are committed to the emotional, physical and cultural safety of all children and to providing a safe environment for their learning. • We are committed to promoting the cultural safety and participation of Indigenous children, young people and their families. • We have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.
--	--

To learn more about the history, vision, mission and values of Melbourne Girls Grammar, please visit <https://www.mggs.vic.edu.au/>

Reference	Rev	Date	Page	Authorised By	Signed by Employee
Rowing Coach	6	April 2026	7 of 7	Head of Sport & Coaching	_____ / /