

Rowing Boatperson



**LORETO
COLLEGE**

Marryatville, South Australia

www.loreto.sa.edu.au

Role:	Rowing Boatperson
Terms:	Permanent part-time – 0.2 FTE 52 weeks per year 0.2 FTE (hours of work will be 7.5 hours per week, averaged over the period of employment in accordance with Clause 99.2 of the SA Catholic Schools EA 2020 and in accordance with your letter of appointment) <i>The Rowing Boatperson will be required to attend rowing training, regattas in the rowing season in Term 1 and Term 4, Head of the River, rowing camps and other rowing events</i>
Commencement Date:	27 July 2026
Classification:	Education Support Officer Curriculum Stream Grade 2 Year 1
Responsible to:	Head of Rowing Years 7 - 12

About Loreto

The Mission Statement for Loreto Schools of Australia states:

A vigorous belief in the capacity and responsibility of women to contribute significantly to society and to the church underlies the emphasis in our tradition on the education of girls.

It builds on Mary Ward's conviction that 'women in time to come will do much' and is inspired by her independence of spirit, her strength of mind, her tenacity and her courage in breaking new ground. Yet, for all her passion to redress an imbalance, her fundamental belief was that men and women alike found their deepest truth and ultimate value in God. There is still an urgent need today to recreate the vision of what it is to be fully human, for men as well as women. It is therefore our task to educate beyond the stereotypes. It is our hope that those involved in our schools will act freely, courageously and in a spirit of collaboration to affirm the dignity of each individual and to further the cause of human rights.

This is our vision: that Loreto schools offer a Catholic education which liberates, empowers and motivates students to use their individual gifts with confidence, creativity and generosity in loving and responsible service.

All Loreto schools in Australia share the same set of values: freedom, justice, sincerity, verity and felicity. These values are at the heart of our educational philosophy and shape our identity as a school.

Position Overview

The Rowing Boatperson oversees the care, maintenance and management of the boatshed, boats and rowing equipment, ensuring students have access to safe and well-maintained equipment.

The Rowing Boatperson plays an important part in ensuring the effective operation of the College rowing program and in maximising the contribution of rowing to the quality and holistic educational experience provided by Loreto College.

Key Responsibilities and Expectations

- Execute repairs on composite hulls (carbon fibre, fiberglass) and wooden components.
- Adjust pitch, span, height and worklines to meet specific school age-group setups.
- Service and replace moving parts including tracks, seats, shoes, rigger gates and steering lines.
- Transport boats to required venues.
- Assist Head of Rowing at regattas and rowing events.
- Maintain strict counts of specialised tools, spare parts (nuts, bolts, washers) and oars.
- Document service dates, hull damages, repairs and launch engine hours for College records.
- Engage in reflective reviews with your Line Manager.
- Any other duties as directed by the Head of Rowing.

Mission, Ethos, and Professional Conduct

- Embody and promote the Loreto mission, values and the charism of Mary Ward in all aspects of College life.
- Actively support the Catholic ethos through participation in prayer, retreats, social justice initiatives, and service activities.
- Model Christian values of integrity, respect, and compassion in all interactions with students, staff, and families.
- Maintain confidentiality and uphold the highest professional standards within the College and wider community.
- Manage information and communication responsibly, in accordance with College policies including Privacy and Responsible Use of Technology.
- Publicly support and uphold the College's policies, strategic plans, and professional standards, including the Safeguarding Children and Young People Code of Conduct.
- Undertake any other duties as directed by the Principal.

Person Specification – Essential Criteria

Knowledge and Skills Required

- Experience in rowing, coaching or the maintenance and management of boats and rowing equipment.
- The ability to work collaboratively with students, staff, parents and the wider rowing community.

Personal Qualities

- Excellent communication skills, both written and verbal, that can be used effectively with staff, students and parents
- The ability to work both independently and as part of a team, managing competing priorities and meeting deadlines
- Exceptional organisational and time management skills
- Displays a high level of self-awareness and the ability to maintain positive relationships

Essential Qualifications

- Current Senior First Aid Certificate
- Current Working with Children clearance or DCSI clearance letter
- Responding to Abuse and Neglect Training Certificate

Work Health and Safety

Teachers (including PORs), Non-teaching positions – WORKERS

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a *Worker*, while at work you must –

- take reasonable care for yourself and others in the workplace
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able, with any reasonable instruction given by the employer to allow the person to comply with the WHS Act
- cooperate with any reasonable policy or procedure of the employer relating to health or safety at the workplace that has been notified to workers
- do not bypass or misuse systems or equipment provided for any purpose
- report unsafe conditions or acts which come to your attention and address where possible. Notify your supervisor/manager of actual or potential WHS risks in your work area
- notify your supervisor/manager of incidents, injury and pain or discomfort following a work related injury/activity as soon as possible, preferably in the shift it occurs, but no later than 24 hours.

All workers are authorised to:

- stop any activity where there is imminent risk of harm to self or others and to the environment
- instruct others to stop a task considered to present a risk to health, safety and the environment
- raise and/or discuss health, safety, environment and quality matters with supervisors/managers or safety representatives where relevant
- notify a direct report and follow up on any health safety, environment and quality matters outside of one's ability or capacity to control
- escalate health, safety, environment and quality matters to an appropriate level

Accountability

Catholic Church Endowment Society Inc (CCES) utilises a number of accountability processes to assess performance relating to the implementation of management system responsibilities. These processes apply to all personnel and are performance based.

The key process may include:

- supervisory arrangements (in accordance with organisational and site management structures)
- system review and verification activities; and
- performance appraisals

Reference: Catholic Safety, Health Welfare South Australian, (12) v1

Annual Review

An Annual Review is undertaken with your line manager to provide feedback and discussion for professional growth.

APPROVAL

Job Description Approved

.....
Print Name

.....
Signature Principal or Delegate

.....
Date

.....
Print Name

.....
Signature Staff Member

.....
Date

June 2026

Applications

Applications for the position of Rowing Boatperson should be addressed to:

Ms Kylie McCullah
PRINCIPAL
Loreto College
316 Portrush Road
MARRYATVILLE SA 5068

Terms and Conditions

- Approved first aid training
- Responding to Risk of Harm, Abuse and Neglect – Education and Care certificate
- All applicants will be required to undergo a Working with Children Check and Catholic police clearance. Please attach any relevant certificates to your application.

Included with your application

Please provide copies of the following documents:

- Address each of the Selection Criteria outlined in the position description.
- Your Curriculum Vitae
- The names, addresses and full contact details (including email address) of three referees who may be approached.
- All applicants will be required to complete an Applicant Declaration Form for School Employees which is available on our website. This Form must be submitted with your application.

Closing Date

Applications close at 9.00 am on Friday, 10 July 2026