



APPOINTMENT OF

HEAD OF FRIENDS' ROWING

(PERMANENT FULL-TIME)



2019

PURPOSE & CONCERNS

The Friends' School is a coeducational Quaker school based on fundamental values such as the intrinsic worth of each person, the recognition of 'that of God' in everyone, the desirability of simplicity and the need to establish peace and justice.

As a learning community, we are concerned for the academic, cultural, physical, social, emotional and spiritual development of each person in our care.

We seek to help our students develop as people who will think clearly, act with integrity, make decisions for themselves, be sensitive to the needs of others and the environment, be strong in service and hold a global perspective.

We believe that these aims can best be achieved with the active support of all members of our School community.



THE POSITION

We are seeking to appoint a suitably qualified, enthusiastic and highly motivated teacher to fill this permanent role from the start of Semester 2 (22 July 2019).

This position will require variable working hours during the high and low rowing seasons, and will include a considerable weekend commitment at regattas during the rowing season. A small teaching load in the High School (Years 7 to 10) is included in this position to make up a full-time appointment.

Some financial support will be provided for relocation expenses if the successful applicant is from interstate.

It is expected that the successful applicant will maintain and continue to strengthen the positive culture and sportsmanship developed in the rowing program within the framework and ethos of The Friends' School.

BACKGROUND INFORMATION

Rowing began at The Friends' School in 1905 and is a well-established and successful sport in the School.

The Boat House is located at Lallaby Road, Lutana. We have approximately 140 students in our rowing program from Years 7 to 12.

While we have two staff employed to support rowing, we also have a large number of volunteer coaches and a very strong parent support group.

PRIMARY DUTIES AS HEAD OF FRIENDS' ROWING

- Responsible for School-Rowing liaison and the promotion of rowing within the School community.
- Communicate with and assist all students that row and their parents. Respond to enquiries, concerns and complaints. Manage student behaviour at the Boat House and regattas and report back any relevant matters to Tutors or Head of School as required.
- Organise maintenance of craft, coaches' boats and associated equipment (major repairs are outsourced) and record this maintenance in a log of School equipment.
- Complete School incident forms for all rowing incidents, accidents and student first aid as soon as practicable.
- Advise the Deputy Principal immediately of any serious accidents or issues that are resultant from the School's rowing program.
- Overview of all rowing activities, produce a planner of events including schedule of committee meetings and circulate this during September each year.

- Timely lodgement or oversight of regatta entries by Head of Rowing.
- Attend all regattas where there is School involvement and have duty of care for all Friends' students. Take responsibility for equipment at these regattas
- Prior to regattas orchestrate the movement of equipment to and from regattas. Oversee the boat trailer loading and unloading in accordance with documented school guidelines and procedures.
- Actively participate in, prepare agenda for and report to the Friends' Rowing Committee as the School's representative.
- Day to day oversight of Boat House maintenance staff.
- Organise the learn to row program for Year 6 students.
- Oversight of, agenda preparation for and participation in the Rowing Fundraising Committee. Consultation with the Director of Community Engagement.
- Be responsible for the appointment and management of coaches in consultation with the Head of Sport. Ensure all coaches have completed the relevant induction training and have Working with Vulnerable People checks before they undertake any coaching.
- Responsible for the allocation of boats and oars to students at training and regattas.
- In September each year update the Rowing Handbook and School web page before the commencement of the rowing season so that it can be issued to rowing students before the season commences. The handbook requires approval from Heads of School before being issued.
- Maintain Seqta records of students participating in rowing.
- Prepare the Rowing report for the School's publications.
- Preparation and implementation of the rowing budget.
- Oversee the student registration process with Rowing Tasmania and advise the School Accounts Office of the student debit requirements.
- Communicate relevant student medical and or social emotional or pastoral issues to coaches.
- Provide relevant rowing information on the state of rowing assets each year during the budget development phase and seek out relevant replacement and improvement costing of equipment as required.
- Ensure that all rowing activities have fully documented safety protocols and set up procedures and that risk management plans are completed for all events and for training sessions. Oversight of compliance with safety protocols.
- Complete various reports and surveys, as required from time-to-time.

- Uphold the School values in relation to sportsmanship as per the Co-Curricular Handbook.

DELEGATIONS (AS HEAD OF FRIENDS' ROWING)

- To make purchases within the Rowing budget

SUPERVISION OF POSITIONS
(AS HEAD OF FRIENDS' ROWING)

- Boathouse Maintenance Assistant (while undertaking rowing duties)

KEY RELATIONSHIPS

- Principal
- Deputy Principal
- Head of Secondary Sport
- Director of Community Engagement
- Boat House Maintenance Assistant
- Rowing Coaches
- Risk & Compliance Manager
- Heads of School
- Director of Business Affairs
- Relevant Head of Faculty
- Students and parents

PRIMARY DUTIES AND EXPECTATIONS OF ALL
TEACHERS

- Teaching practices which align with The Friends' School Purpose and Concerns and Quaker ethos
- Knowledge, acceptance and implementation of School Policies and Guidelines
- Demonstrate ethical standards of behaviour in dealing with colleagues, students, families and all School matters
- Knowledge and implementation of relevant curriculum and engaging pedagogy that is current and comprehensive
- Knowledge of the theory, practice of and the implementation of authentic student assessment which also adheres to the School's requirements in reporting student progress to students and their parents
- Willingness to teach across a range of year levels disciplines (Years 7-10) if qualified to do so

- Commitment to the School's professional development program and alignment with the School's strategic goals
- Ability to work positively and collaboratively as part of a team, including involvement in moderation, and provide support for colleagues
- Ability to communicate effectively and maintain respectful relationships with students, staff, parents and groups from the wider community
- Adherence to the School's expectations in regard to pastoral care and support for students, by demonstrating the required skills and disposition
- Commitment to expectations in regard to co-curricular activities, meetings, supervisory duties, Assemblies, Gatherings and routine administrative duties
- Willingness to participate in School decision-making and administrative processes in a way that is constructive and supportive of other staff
- Behave and work in alignment with most up-to-date version of the *Expectations of Teachers at The Friends' School*
- Be a teacher who inspires and engages students in learning in your learning area
- Actively participate in developing programs from Years 7 to 10 that are in keeping with the Australian Curriculum and the syllabus guidelines at The Friends' School.
- Participate in the pastoral care system, normally by being a tutor for a group of students.

SELECTION CRITERIA (AS HEAD OF FRIENDS' ROWING)

1. Be a fully qualified teacher, registered to teach or eligible to be registered to teach, within the State of Tasmania. Be willing to teach a small load in the High School (Years 7 to 10).
2. Have a sound knowledge, experience and a passion for the sport of rowing.
3. Have proven organisation and management skills that can clearly be applied to managing the rowing program.
4. Have proven skills in completing risk assessments for water and student programs and events.
5. Have excellent interpersonal skills and a proven ability to support and communicate well with students, parents and volunteers, including addressing problems in a responsive, empathetic and fair manner.
6. Be able to work flexible hours, particularly during the rowing season, including early mornings and weekends.
7. Have the ability to work safely in a school rowing environment by complying with all work health and safety requirements and be fit to carry out the duties of the position.
8. Strongly support the ethos and Purpose and Concerns of The Friends' School and in particular the requirement of sportsmanship in the participation of rowing while upholding the School's ethos.
9. Have a current driver's licence and powerboat licence. A bus licence also desirable (can be obtained after appointment).

SELECTION CRITERIA (AS TEACHER)

The successful applicant will:

10. have a thorough knowledge of Australian curricula and methodology from Years 7 to 10 in your discipline, with appropriate tertiary qualifications related to the role. Knowledge of the International Baccalaureate Diploma Programme is desirable.
11. have the ability required to develop and deliver effective teaching and learning programs which are accessible to and engage all students.
12. have the skills required to use relevant ICT and learning management systems as an integral part of teaching practice.
13. have the skills and disposition required to take responsibility for the effective pastoral care of students, in both classes and tutor groups.

C O N D I T I O N S O F E M P L O Y M E N T

- A salary will be paid according to qualifications and experience at rates stated in The Friends' School (Teachers) Enterprise Agreement 2018.
- General conditions of employment will be in accord with The Friends' School (Teachers) Enterprise Agreement 2018.
- This position requires some flexibility with working times, including weekends in the rowing season. Hours of attendance will differ from regular teaching staff and in recognition of this, there will be additional leave of three weeks during moratorium periods. Leave periods should be taken during the non-rowing season (1 May to 31 July) unless otherwise negotiated.
- Provision is made for Long Service Leave in accordance with the Long Service Leave Act 1976, with the exception that employees are entitled to Long Service Leave after 10 years of service.
- In accordance with Australian Government legislation, employees are entitled to elect the complying superannuation fund into which their 9.5% employer superannuation contributions will be paid. However, the School offers an employee superannuation plan for permanent staff that provides a range of employer funded benefits to participating employees, including 10.5% employer contributions.
- Fee concessions are available to assist staff in having their children educated at the School.
- No cost use of gym and pool at Friends Health & Fitness.
- Corporate Health Insurance Plan through BUPA and St Luke's.
- Employees of The Friends' School will respect and comply with the Staff Code of Conduct.
- It is anticipated that staff will maintain the necessary level of fitness appropriate to fulfil the inherent duties of the position.
- In accordance with the Work Health and Safety Act 2012 (Tasmania), as an employee of The Friends' School you must:
 - Take reasonable care for your own health and safety.
 - Take reasonable care that your acts or omissions do not adversely affect the health and safety of others.
 - Comply, so far as you are reasonably able, with any reasonable instruction that is given by the School.
 - Cooperate with any reasonable policy or procedure relating to health or safety at the School that has been notified to staff.
- The Friends' School is an equal opportunity employer.

A P P L I C A T I O N S

Applications addressing the selection criteria, and including the Staff Application Form, introductory letter and a CV, should be received by 4.00pm on Monday 1 April 2019.

Applications should be addressed to:

Nelson File
Principal
The Friends' School
PO Box 42
North Hobart 7002

or emailed to: principal@friends.tas.edu.au

Telephone: (03) 6210 2202
Fax: (03) 6234 8209

INFORMATION ABOUT THE FRIENDS' SCHOOL

SCHOOL LOCATIONS

The School covers six sites: 23 Commercial Road, 395 Argyle Street, Bell Street/Queens Walk (New Town), Lallaby Road (New Town Bay), Far South Wilderness Camp (Strathblane) and a property at Spring Beach near Orford.

The High School is on the Commercial Road campus which also houses the main Administration office for the whole School.

The High School caters for 560 students in Years 7 to 10 and occupies most of this site, although some Year 11 & 12 classes such as some Technology subjects, Art and Music are conducted here as well. The High School has four Co-Heads (Joe Cairns, Louise Giudici, Paul Goodluck and Kim Rowlands), who are also Heads of House (Mather, Ransome, Hodgkin, and Unwin respectively).

Friends Health & Fitness is located next to the High School. The Centre is open to the public and offers state of the art fitness facilities including a 25m pool, spa, steam room, group fitness and small group training, cardio equipment, pin-loaded and free weights, and two tennis courts.

The Argyle Street Campus is linked to the Commercial Road site by a short walk (five minutes) along Carr and Wilson Streets and across the overpass. Located on this campus is Friends' Early Years, Morris from Kindergarten to Year 6 and also Clemes for Years 11 and 12. These operate separately but share the canteen facility and have a common staffroom.

Friends' Early Years

Friends' Early Years, our early learning centre, is on the Argyle Street and operates from 7.30 a.m. to 6.00 p.m. on weekdays. Friends' Early Years provides long day care for children aged 0-4, the Early Years program for pre-kinder aged children, before and after school care and vacation programs.

Under its licence conditions, Friends' Early Years can accommodate up to 80 children in long day care and 55 in the outside school hours program, with carefully designed outdoor and indoor-outdoor spaces adding to the quality of the experience for children. Mark Seager is the Director of Friends' Early Years.

Morris - Friends' Primary Years

Morris - Friends' Primary Years comprises 'Wells' for Prep to Year 2 students and 'Walpole' for Year 3 to Year 6 students. Kindergarten classes are located in separate classrooms on the same campus.

Mark Febey is the Head of Morris and Wendy Crow is Deputy Head. Debbie Taylor is the K-6 Co-ordinator.

Morris has approximately 420 students enrolled; two classes per year group from Kindergarten to Year 4 and three at Years 5 and 6.

Clemes (Years 11 & 12)

Years 11 and 12 occupy the Clemes, Meredith and Palfreyman buildings. There are approximately 300 students enrolled in Clemes. Adam Chambers is the Head of Clemes, Lyn Tunbridge is Deputy and Anne Lynch is Dean of Students. Adam Chambers has been appointed as Head of Clemes from January 2019.

On the Argyle Street site you will also find the Hobart Meeting House of the Religious Society of Friends (Quakers) and an 800 seat assembly hall, The Farrall Centre.

Walker House

Residential accommodation is provided for up to 46 international and local students at Walker House, situated in Lewis Street, North Hobart adjoining the Argyle Street campus. Mathew Dixon is Director of Residence.

Sports Facilities

Extensive sports grounds for the whole School are situated about two kilometres north of the School between Bell Street and Queens Walk, New Town.

The Friends' School Boat Shed is situated in Lallaby Road on New Town Bay.

Far South Wilderness Camp

The Friends' School owns and operates Far South Wilderness Camp at Strathblane near Dover, which is used for school camps and also remains available for other schools and organisations on a commercial basis.

The School also owns approximately 19 hectares of bushland at Orford.

SCHOOL ORGANISATION

The School is sub-divided into Morris - Friends' Primary Years (K-6), High School (7-10) and Clemes (11-12). These three sections of the School are served by administration and maintenance staff under the general supervision of the Director of Business Affairs.

The main School office is open between 8.30 a.m. and 4.30 p.m. throughout the year except during the Christmas/New Year period and public holidays.

Principal's Office

The Principal is assisted by Louise Bridge as full-time Personal Assistant.

Deputy Principal

Shaun O'Rourke is Deputy Principal and assists the Principal with staff matters and day-to-day administration of the School. He is Acting Principal when the Principal is absent.

Director of Business Affairs

Shaun Sargent is the Director of Business Affairs. He oversees the financial, facilities and administrative aspects of the School. This includes taking responsibility for the School's various commercial operations. He also oversees the risk, compliance and governance functions of the School and acts as Secretary to the Board of Governors.

Director of Teaching & Learning

The Director of Teaching & Learning, Steve Barratt, along with the Senior Curriculum Group, is responsible for the delivery and planning of curriculum and timetabling throughout the entire School.

Director of Community Engagement

The Director of Community Engagement, Bill Avery, is responsible for leading and managing the School's communication, brand management and community engagement practices and activities.

Enrolments Office

Jennifer Scharkie is the Enrolments Manager and manages all matters to do with enrolments including waiting lists, fees assistance, scholarship and bursary administration and overseas/exchange students.

Libraries

There are three libraries in the School, one in Morris, one in the High School and one in Clemes. A teacher-librarian supervises each library and Stacey Pryer is the Head of Libraries.

The School also has an archival and historical collection housed in Hobartville. The Archivist, Melinda Clarke, is in charge of the collection and is always willing to assist with providing materials for historical projects or teaching about Friends'.

Faculties Years 7-12

All High School and Clemes teaching staff are members of one of eight Faculties – The Arts, English, Health and Physical Education, Humanities, Languages, Mathematics, Science and Technology. The Heads of Faculty are responsible for the development and delivery of the program in their learning area.

The *Heads of Faculty* are:

The Arts	Tammy Giblin
English	John Hoggart
Health	Trish Menadue
Languages	Vacant (Lindy Gannon acting)
Mathematics	Kathy Bunton
Science	Kate Baldry
Humanities	Mark Allen (Hayley Pickett acting)
Technology	Jane Smith

Year Group Coordinators

Year 7	Nicola Collins
Year 8	Karina Churchill
Year 9	John & Esther Hoggart
Year 10	Casey-Rae McCrickard
Years 11/12	Amy Harris

Specific Programs

Director of ICT	Duncan Gillespie
Director of Learning Support	Beverley Carr
Head of Music	Paul Radford
Head of Drama	Tammy Giblin

Our web site www.friends.tas.edu.au has more information about The Friends' School that you may wish to refer to.

SCHOOL CURRICULUM

MORRIS - FRIENDS' PRIMARY YEARS
(KINDERGARTEN TO YEAR 6)

At Morris our aim is for the students to learn within the context of the School's Purpose and Concerns, where the intrinsic worth of the individual, peace, justice and community are sought and where we all strive to be life-long learners embodying responsibility and integrity.

The International Baccalaureate Primary Years Program (IBPYP) is the curriculum framework implemented for all children from Kindergarten to Year 6. This educational framework aims to develop children's intercultural understanding and promote global citizenship through an inquiry pedagogy. The IBPYP is carefully structured to develop the academic, physical, cultural, spiritual, social and emotional needs of children at each year level. Classroom programs are developed to allow for the individual growth of every child. Learning outcomes and General Capabilities of the Australian Curriculum are encompassed within the program.

Constructive play and exploration in Kindergarten provide a solid foundation for children moving through the Primary School. English, Mathematics and the development of independent learning skills are a key focus within a concept-driven Program of Inquiry. As students progress through Morris, they are exposed to aspects of the broader program including co-curricular and enrichment programs. Each child's development is documented and tracked in consultation with parents.

Morris offers a rich and varied co-curricular program in support of the School's Purpose and Concerns and formal curriculum. It allows for the development of new skills and provides opportunities for the development of individual interests to enhance PYP attitudes and to enable action to be taken by the children. It provides for the development of a balanced child and supports the wellbeing of all community members. Opportunities are also provided for involvement in sporting, music, service, enrichment and extension activities.

HIGH SCHOOL (YEARS 7 TO 10)

Subjects in the curriculum have been organised into the eight learning areas of the Australian Curriculum. English, Health and Physical Education, Humanities, Mathematics and Science are core areas. In addition, there are some 20 subjects students may take at some stage in Years 7-10. These include:

<i>Arts:</i>	Art, Ceramics, Music, Drama, Dance
<i>Health:</i>	Sport Science
<i>Languages:</i>	Chinese, French, German, Japanese
<i>Humanities:</i>	Economics, Business and Law, Geography, History, Philosophy, Religious Studies, Social Psychology.
<i>Technology:</i>	Computer Graphics and Design, Design and Technology, Food & Textiles, Information Communication Technology, Programming & Control Technology, Multimedia, Automotive Studies

Year 7 Program

Year 7 is seen as a transition stage from primary to secondary education. The Year 7 program is structured so that it provides a firm foundation for the courses in the rest of the High School. Students follow a common course including subjects from all eight faculties, in such a way as to enable them to make informed choices when they come to determine their program for Year 8 and then for Years 9 and 10. The Year 7 Connections Program is a highlight of the curriculum.

Year 8

Year 8 completes the foundation begun in Year 7. In addition to English, Health and Physical Education, Humanities, Mathematics and Science, all students take a course in a language other than English as well as units in the Arts and Technology areas.

Year 9 and 10

At this stage, apart from the compulsory subjects, students may take any subject. Courses are structured to be taken through Years 9 and Year 10, so that they can be studied in depth to prepare students for the demands of the TCE or IB in Years 11 and 12.

C L E M E S (Y E A R S 1 1 A N D 1 2)

The TCE (Tasmanian Certificate of Education) comprises subjects of either 50 hours or 150 hours. Students preparing for tertiary entrance need as a minimum requirement four pre-tertiary courses, three of which must be completed successfully in Year 12. For university selection purposes, a student's score comprises their best five 150 hour subjects, at least three of which must be completed at pre-tertiary level in Year 12. To complete the TCE Certificate, students must have studied the equivalent of eight 150 hour courses over two years of study.

The IB Diploma Programme (DP) is a rigorous, academically challenging and balanced programme of education designed to prepare students for success at university and in life. The DP aims to encourage students to be knowledgeable, inquiring, caring and compassionate, and to develop intercultural understanding, open-mindedness and the attitudes necessary to respect and evaluate a range of viewpoints.

The aim of the DP, like all IB programmes, is to develop internationally minded people who, recognising their common humanity and shared guardianship of the planet, help to create a better and more peaceful world. The DP provides the opportunity to develop both disciplinary and interdisciplinary knowledge that meets the rigorous standards set by institutions of higher learning around the world.

To ensure both the breadth and depth of knowledge and understanding, students must choose at least one subject from five groups: 1) their best language, 2) additional language(s), 3) humanities and social sciences, 4) experimental sciences, and 5) mathematics, and either an arts subject, or a second subject from the groups 1 to 5. Of these six subjects, three are taken at the higher level (HL) and three are taken at the standard level (SL). In addition, three core elements—the extended essay, theory of knowledge and creativity, action, service—are compulsory and central to the philosophy of the programme.

SENIOR STAFF, THE FRIENDS' SCHOOL

PRINCIPAL	<i>Nelson File</i> BA (Johns Hopkins), MAT (Brown)
DEPUTY PRINCIPAL	<i>Shaun O'Rourke</i> BSc(Hons), MEdPsych, DipEd, DipHR, EdD
DIRECTOR OF BUSINESS AFFAIRS	<i>Shaun Sargent</i> JP BCom GCertEBL FCA FAICD FIML FTI GIA(Affiliated)
DIRECTOR OF COMMUNITY ENGAGEMENT	<i>Bill Avery</i> GradCertBus, MBus
DIRECTOR OF TEACHING AND LEARNING	<i>Stephen Barratt</i> BBus, DipEd, MEdLeadership
HEAD OF CLEMES	<i>Adam Chambers</i> BA(Hons), BEd
HEADS OF HIGH SCHOOL	<i>Joe Cairns</i> BA, DipEd <i>Paul Goodluck</i> BEd <i>Louise Giudici</i> BA(Hons), DipEd, GradCertCouns <i>Kim Rowlands</i> BA, DipEd
HEAD OF MORRIS	<i>Mark Febey</i> BEd, BA(Hons)

The School has developed a Privacy Policy in accordance with the National Privacy Principles, to explain how we manage personal information. You can access the policy on our website (www.friends.tas.edu.au) or by contacting the School's Privacy Officer on (03) 6210 2200.