

ROWING COACH/ADMINISTRATOR/ASSISTANT BOATPERSON
CLOSING DATE FOR APPLICATIONS: TUESDAY 28th AUGUST 2018

A message from the Warden

Thank you for expressing an interest in working at St. Edward's - a traditional co-educational boarding school with progressive educational principles, set in the heart of Oxford.

St Edward's is a refreshingly different kind of school – the deliberate emphasis on a broad range of academic abilities on entry creates a community that fizzles with varied interests and enthusiasms. We are one of very few schools to successfully offer both A Level and the International Baccalaureate in the Sixth Form, further supporting the diversity of our pupil body.

We want to equip our pupils with the best exam grades they can achieve, and our results and value-add scores show how well we do this; but just as importantly, we believe that education is about the whole person: we emphasise the development of wider learning skills in the class room, complemented by a rich and varied co-curricular programme.

This is a very exciting time for us – we are embarking on an ambitious building programme as the school continues to grow. You can find out more about our academic results and our distinctive ethos on our website <https://www.stedwardsoxford.org/>. You can find a copy of our prospectus [here](#).

About the School

Founded in 1863, St Edward's is an independent, co-educational boarding school for pupils aged 13 to 18 (year 9 to year 13); there are presently 692 pupils, of whom 85% are boarders. Our boy/girl split is 60:40 and overseas pupils make up 15% of our community. There are 13 boarding Houses, most of which house around 60 pupils from all year groups. The school week includes lessons on Saturday mornings, apart from leave weekends or exeats which occur about every three weeks.

The boarding and day arrangements offer flexibility for families: day pupils may leave at 6:30pm or 9:00pm (most opt for the latter), and boarding pupils may choose to go home on Saturdays after sport and other commitments - but with a rich and varied weekend programme, a significant proportion of the boarding community stays in school on Saturday nights.

Pupils take part in a wide range of sports and activities in the afternoons and at weekends. St Edward's has a national reputation for sport: both boys' and girls' teams have been county and regional champions in a variety of sports and at all ages.

Rowing at St Edward's

The School has a long-established national reputation for rowing, and has a thriving Boat Club: approximately 100 boys and 50 girls row and scull from J14 upwards. Pupils are encouraged to compete in a range of different types of boats and to compete to the highest level of school and youth international rowing. Commencing in January, rowing takes place during two terms for the majority, although there is much activity in the autumn with 'pre-season' sessions for all years. Additionally, a relatively small but dedicated group trains all year around, including those seeking international representation. Each of the boys and girls squads has a rowing camp during the Christmas and Easter holidays.

Pupils in School crews compete at numerous heads and regattas throughout the year, including the Schools' Head and National Schools Regatta. The 1st VIII, and occasionally a 2nd/J16 VIII, compete at Henley Royal Regatta. 1999 saw a triumph in the Princess Elizabeth Challenge Cup. The 1st girls' crew competes at Henley Women's Regatta and aspires to qualify for the Henley Royal Regatta.

About the Role

Previously this has been a developmental position and previous post holders have moved to take on significant roles in other clubs. It is likely that the selected candidate will have ambitions to follow a similar pathway but will already have acquired a breadth of experience to undertake a leadership role within the

coaching team. The wide-ranging set of responsibilities over time provides experience in all aspects of Boat Club management and operations.

The post holder may reside in School accommodation in a one-bedroomed flat provided at the boathouse – this is desirable but not essential.

The post involves three distinct roles:

- Rowing/Sculling Coach (approximately 50%)
 - Taking a lead coaching role: (initially) responsible for the organisation of boys junior rowing (MJI4 and MJI5) to include provision for all levels of ability; devising and implementing a training programme in conjunction with the Master in charge of Rowing and working closely with assistant coaches; Sculling and sweep oar coaching will be required throughout the school year during term time.
 - Assisting with the organisation and booking of transport, accommodation and facilities for and attendance at training camps during the Christmas and Easter holidays.
 - Driving a minibus (DI licence required) & transporting pupils to events or training venues.
 - Taking responsibility for direct liaison with members of the Common Room and parents to inform of plans, events and results.
- Boat Club Administrator (approximately 25%)
 - Assisting the Master in charge of Rowing with Boat Club administration. This will include BR registration, planning and arranging transportation of rowers, sourcing and purchasing rowing kit, regatta entries, preparation of risk assessments, liaison with catering, assisting in the planning of events, regattas and training camps and attending Boat Club meetings as required.
- Assistant to the Head Boatman (approximately 25%)
 - Assisting the Head Boatman in all aspects of the running and maintenance of the boathouse, grounds, coaching launches and fleet of racing boats.
 - Specific responsibility for the upkeep of land-training facilities both at the boathouse and on the main School site.
 - Supervision of the handling of craft by pupils when launching or landing boats.
 - Loading and unloading boat trailers; rigging, adjusting, and de-rigging boats; transporting boats to and from regattas and other events; driving to and supporting activities at residential training camps which may be held overseas.
 - The security and maintenance of the boathouse and its grounds.
 - In the absence of the Head Boatman, taking responsibility for all boats at an event.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. This job description is current at the date shown but, in consultation with the post holder, it may be changed by the Master in Charge of Rowing to reflect or to anticipate changes in the job commensurate with the job title.

Hours of work

An indication of the allocation of working time between the various activities is indicated above and will be finalised in conjunction with the Master in Charge of Rowing, the Head Boatman and the post holder. A flexible attitude to working hours is expected and the post holder may occasionally be required to work long days and be away overnight.

During term time, it will be necessary to work at weekends, including attendance at Regattas and Head Races. Representative trials and residential training camps usually occur during school holidays. Time off in lieu will be given, as necessary.

The School will not require the post holder to work more than an average 40 hours each week of their employment, nor shall the hours worked infringe their rights under the Working Time Directive.

Salary

The annual salary will be within the range £25,000 to £27,000. Salaries are reviewed annually with effect from 1st September.

Accommodation

For the better performance of their duties, the post holder may be accommodated by the School and the sum of £425 is deducted monthly from net pay to reflect the cost of the accommodation (including Council Tax, water rates and utilities). This is the current figure. Accommodation charges are reviewed annually with effect from 1st September.

Holidays

Holiday entitlement is 25 days paid holiday during the holiday year, which runs from 1st September to 31st August. All holiday, unless in exceptional circumstances agreed by the Master in Charge of Rowing, should be taken during the School's holiday periods. Please note that bank holidays which occur during term time may well be working days, for which time off in lieu will be given. As the School closes completely over Christmas/New Year, you will be required to take 5 days of your holiday entitlement to cover this period.

Pension

The post holder is eligible for membership of the School's pension scheme for support staff.

Sickness Benefit

After one year's service has been completed, annual entitlement to sickness benefit is a maximum of six weeks at full salary plus a further six weeks at half salary. During the first year of employment, sickness benefit will be payable at full salary for a maximum of four weeks.

Probationary period

The appointment is subject to a probationary period of three months.

Termination of employment

Upon completion of the probationary period, the minimum period of notice required to be given by either party is two months. During the probationary period, the notice required by either party is one week.

Miscellaneous

- Free lunches are available during times when the School's kitchens are in operation
- Employees may use the Oxfordshire Health & Racquets Club, however, this is not a contractual entitlement
- Car parking is available on site, although this is not a contractual entitlement

About the Candidate

It is a requirement that the post holder holds an ARA/BR coaching qualification (or equivalent) to a minimum of level 2; this should be attained in the first year if not already held. Other training courses may be required; costs are usually covered by the School.

Person Specification Characteristics	
Experience in both sculling and sweep oared boats (success as an athlete or coach at national or international level is desirable but not essential)	Essential
Proven success as a rowing coach working with juniors	Essential
Excellent organisational and administrative skills with good basic admin skills	Essential
The ability to work in a team and to work autonomously, as required	Essential
Full UK driving licence	Essential
DI driving licence – to be acquired if not already held	Essential
BR Registered and BR Coaching qualification	Essential
Rowing Coach Level 2 – to be acquired if not already held	Essential
Trailer towing qualification – to be acquired if not already held	Essential
Physically capable of carrying out the roles tasks and activities (experience of trailer loading is desirable but not essential)	Essential
Committed to safeguarding children and young people	Essential
Willingness to work within the School's child protection guidance and follow relevant School procedures	Essential

Confidentiality and Data Protection

In the course of their employment, staff may have access to confidential information relating to pupils, their families and other members of staff and are required to exercise due consideration in the way such information is used. Staff should not act in any way which might be prejudicial to the School's interests. Information which may be included in the category covers both the general business of the School and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times and staff must not use data held by the School for personal use or disclose such data to a third person/party without appropriate authorisation. All staff must take personal responsibility to help ensure compliance with the requirements of the General Data Protection Regulation (GDPR) and the School's Privacy Notice for Staff.

Child Protection at St Edward's

St Edward's is committed to safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security. It is a requirement of the Children Act and Care Standards Regulations that all employees of the School must receive enhanced clearance from the DBS.

Health and safety

Under the Health & Safety at Work Act 1974 all staff must take reasonable care of their own health and safety and of others who may be affected by their actions or omissions at work and must comply with the school in its understanding of any relevant statutory provision. Staff must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the statutory provisions.

About the Selection Process

Those candidates whose applications we are pursuing will be contacted shortly after the closing date and invited to interview. At this stage we will take up references unless the candidate explicitly asks us not to contact a referee.

If we receive a large number of high-quality applications then we may conduct preliminary telephone interviews in advance of a formal interview at the School. The formal interview will involve meetings with various colleagues and will seek to assess how well the candidate meets the requirements of the post, and will include an assessment of the candidate's suitability to work with children.

Candidates will be asked to bring with them to interview any certificates relating to qualifications mentioned on the application form and identity and proof of address documents. Any discrepancies or anomalies in the application form will be taken up at interview. As part of the verification process, a candidate's present and past employers may be contacted, whether or not their name is given as a referee.

If you would like further information about this post, please contact Adam Moffatt, Master in Charge of Rowing, preferably by email: moffatta@stedwardsoxford.org

Application forms can be found on the School website: www.stedwardsoxford.org. Completed forms should be emailed to recruitment@stedwardsoxford.org or posted to Recruitment, St Edward's School, Oxford OX2 7NN.

Closing date for applications is midday Tuesday 28th August 2018.

Interviews will be held in early September with commencement as soon as possible but at the latest January 2019.