

JOB DESCRIPTION

SAILING COACH

Reports to:	Head of Sailing
Responsible to:	Director of Sport
Contract:	This is a temporary, term-time only appointment from September 2024 until 8 th July 2025
Hourly rate:	Dependent on experience. Salaries are reviewed annually by the School with any increase effective from 1 st September.
Contracted hours:	This is a part-time, term-time position, working 9 hours per week. A flexible attitude is required regarding hours of work, to meet the demands of the position.

1. Role Purpose

To assist with the sailing coaching of pupils.

2. Role Dimensions and Scope for Impact

The role involves a minimum of three coaching sessions. There are senior and junior pupils within the Sailing Club, that have the opportunity to compete as often as possible. The successful candidate will support both our senior and junior programmes. They will be expected to drive enthusiasm for the sport whilst upholding the high behavioural expectations of the school. This is an opportunity to join a sailing community, have a direct benefit on pupil and team performance and promote the mental wellbeing of the pupils.

3. Principal Accountabilities

Core Responsibilities

To coach pupils from beginners to performance level. The Sailing Coach will assist with the School's Sailing Programme, which takes place throughout all year groups.

- To assist with sailing coaching during scheduled games sessions.
- To deliver excellent and innovative training in accordance with recognised standards.
- To work alongside School staff coaches when coaching pupils.
- To ensure all activities are conducted in accordance with the School's Health & Safety and Child Protection policies.
- To ensure satisfactory conduct of pupils during the instruction periods.
- To provide feedback to the Head of Sailing on the progress of pupils.

Other Duties

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. You may be therefore required to undertake other tasks and duties that commensurate with the grade and nature of the role and/or in the reasonable discretion of the School.
- This job specification is current at the date issued. It will be reviewed from time by the Bursar to ensure that it remains current and the School reserves the right to make reasonable changes.

4. Key Performance Measures

There should be an increase in pupil and team engagement and performance. This will be assessed by the Head of Sailing and quantified through a mixture of pupil feedback and competitive results. Furthermore, there will be an opportunity to feedback and review with the Head of Sailing.

5. Knowledge, Skills, Experience and Personal Attributes

Qualifications

Hold an RYA Dinghy Instructor Qualification	Essential
Hold an RYA Senior Instructor Qualification	Desirable
Hold an RYA Racing Coach Qualification	Desirable

Knowledge and understanding

Extensive knowledge of technical and tactical strategies in coaching sailing	Essential
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Skills

Ability to plan and organise sessions that engage both low and high ability pupils	Essential
Ability to design fun and enjoyable practice	Essential

Experience

Previous experience of sailing to a high standard	Essential
Experience of coaching a range of abilities and ages	Essential
Group coaching experience (in any sport)	Essential
Race coaching experience	Desirable
Experience working in the independent education sector	Desirable

Personal attributes

A willingness to be flexible	Essential
Desire to develop coaching skills	Desirable
Ability to maintain confidentiality	Essential
Commitment to safeguarding children and young people	Essential
Commitment to continuous professional development	Essential

Willingness to commit to the School's aims and values	Essential
Commitment to equity, diversity and inclusion and understanding how this applies to the role	Essential

6. Confidentiality and Data Protection

In the course of their employment, staff may have access to confidential information relating to pupils and their families, or to the general business of the School, and they are required to exercise due consideration in the way in which they use such information. A strict code of confidentiality must always be respected and followed. The School is registered as a Data Controller with the Information Commissioner's office (ICO) for the purpose of UK General Data Protection Regulations (UK GDPR) and staff must not at any time use the personal data held by the School or disclose such data to a third party. Staff should not act in any way which might be prejudicial to the School's interests.

7. 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 Disclosure and Barring Service.

8. Health and Safety

The School is obliged, so far as is reasonably practicable to provide safe and healthy conditions and safe systems of work for all employees which prevent risk to health, safety and welfare. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others. Employees 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.

9. Hours of work

This is a part-time, term-time position. Details of the normal working pattern are as follows:

- Tuesday 14:00am – 17:00pm
- Thursday 14:00pm – 17:00pm
- Saturday 14:00pm – 17:00pm

The number of working hours may vary from week to week and will be agreed between you and the Head of Sailing. There may also be a requirement to coach additional days and will be agreed between you and the Head of Sailing.

10. Holiday

This is a term-time only role and the remaining weeks of the year are non-working weeks, of which 5.6 weeks (pro-rata if part-time) count as paid holiday. Bank holidays which fall in term time may well be working days for which no time off in lieu or extra remuneration will be applicable. Out of term weeks would typically be considered during October Exeat, end of Autumn term (Christmas break), February Exeat, end of Spring term (Easter break), May Exeat and end of Summer term (Summer break till the end of the School's academic year).

11. Pension

The role is eligible for membership of the School's pension scheme for support staff. This is a defined contribution pension scheme offering the following three tiers:

	Employee contribution rate (‘You’)	Employer contribution rate (St Edward’s School)
Tier 1	5%	8%
Tier 2	7%	10%
Tier 3	9%	12%

12. Probationary period

The appointment is subject to a probationary period of one term.

13. Organisation Chart

