

JOB DESCRIPTION

ROWING COACH

Reports to: Head of Rowing

Responsible to: Director of Sport

Contract: Fixed term contract from September 2025 until 27th June 2026.

Salary: £18.15 per hour.

Contracted hours: Casual. The number of working hours will vary and will be agreed between you and the Head of Rowing. You may be asked to work additional hours at external events, such as regattas.

1. Role Purpose

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. J16's and 6th form can choose rowing for three terms, and those who are looking to compete competitively at NSR, HRR or attend GB trials would be expected to show this level of commitment. J14 & J15 pupils can select rowing for two terms only. The role requires coaching of all abilities and flexibility between coaching a range of different groups is required.

2. Role Dimensions and Scope for Impact

Pupils in School crews compete at numerous heads and regattas throughout the year, including the Schools' Head and National Schools Regatta. The boys 1st VIII, and occasionally a 2nd/J16 VIII, compete at Henley Royal Regatta. 2023 saw a triumph in the Princess Elizabeth Challenge Cup & Queen Mother Cup. The girls 1st VIII won a silver medal in Champ VIII's at NSR in 2024 and a bronze in 2025, with aspirations of winning at both NSR and HRR.

As part of the coaching team at Teddies, you would play a role in preparing are pupils for a wide range of events, and there would be time for you to work alongside the senior pupils and coaches at the top level.

3. Principal Accountabilities

Core Responsibilities

- Delivering rowing coaching across all year groups, during scheduled sessions (Tuesdays, Thursdays and Saturday. Additional days may be available)
- Assisting the Head of Rowing and other coaches as and when required
- Promoting St Edward's School and its rowing activities

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 shown. 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. Knowledge, Skills, Experience and Personal Attributes

Qualifications

BR Registered and BR Coaching qualification	Essential
Rowing Coach Level 2 – to be acquired if not already held	Essential
Full UK driving licence	Essential
D1 driving licence – to be acquired if not already held	Desirable
Trailer towing qualification – to be acquired if not already held	Desirable

Skills

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

Experience

Experience working in the independent education sector	Desirable
Proven success as a rowing coach working with juniors	Desirable
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

Personal attributes

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
Physically capable of carrying out the roles, tasks and activities (experience of trailer loading is desirable but not essential)	Essential
The ability to work flexibly and work the necessary hours to meet the demands of the position	Essential

5. 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.

6. 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.

7. 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.

8. Holiday

Your paid holiday entitlement will be calculated with reference to the statutory minimum figure of 5.6 weeks per annum, pro rata to hours and weeks worked. Holiday pay will be calculated and paid at the end of each school term.

9. Pension

The role is eligible for membership of the School's pension scheme for support staff subject to terms and conditions of the scheme. 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%

10. Probationary period

The appointment is subject to a probationary period of ten shifts.

11. Organisation Chart

