



ST. EDWARD'S OXFORD

SENIOR GIRLS ROWING COACH CLOSING DATE FOR APPLICATIONS: 16th DECEMBER 2020

A message from the Warden

Thank you for expressing an interest in working at St. Edward's – a co-educational boarding and day school set in the heart of Oxford.

The joy of St Edward's is that we are not a school with a single focus. The deliberate emphasis on a broad range of academic abilities creates a community that fizzles with varied interests and enthusiasms. Our educational ethos is built on respect for the whole person, in and out of the classroom, with our strong sense of community creating an exceptionally cheerful and uplifting environment for both pupils and staff.

This is a very exciting time for us – outstanding new, university-style academic facilities and a stunning, oval-shaped Hall have just opened at the heart of the School in the Quad. To find out more visit our website www.stedwardsoxford.org.

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 approximately 700 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.

About the role

The School has a long-established national reputation for rowing, and a thriving Boat Club: approximately 100 boys and 35 girls row and scull from J14 upwards. Pupils are encouraged to compete in a range of different types of boats and, when appropriate, 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 this, including those seeking international representation. Each of the boys and girls squads has a rowing camp during the Christmas and Easter holidays.

The post holder will work with our Senior Girls Rowing Group, years 11,12 and 13 and will coach a range of ability and aspiration up to GB Junior. In common with most rowing coaching roles, early starts, late finishes and weekends are involved. Driving to and from events with or without athletes is anticipated; the ability to drive a coaching launch will need to be demonstrated. The successful

post holder will work closely with the Head of of Rowing to maximise the enjoyment, participation and success of girls at St Edward's School.

Tasks and Responsibilities

- Preparing and implementing training programmes for a range of ability, from novice to GB triallists
- Coaching of crews and individuals on land and water
- Supervising training sessions at times to be determined, but notionally in line with the pattern of the school day:
 - pre-breakfast (from 6.30 am) Potentially, three times per week
 - games times (between 2 and 6pm) Tuesday, Thursday and Saturday
 - later afternoons (4.30 - 6 pm) Monday, Wednesday and Friday
- Travelling with and supporting athletes at GB trials and training camps
- Maintaining a clean driving licence suitable for driving at least a 9-seater passenger vehicle
- Attendance (residential) at School training camps (possibly overseas) and mini-camps
- Attendance at head races and regattas, travelling with athletes as necessary
- Communicating with teachers and boarding house staff
- Frequent and timely communication with parents of athletes
- Producing written accounts of events for weekly reporting in school and annually for the School magazine
- Working with lead coaches of younger age groups to better establish a training progression through the School up to Senior group requirements
- Work with other year group lead coaches and less experienced coaches to set up a technique pathway up to the Senior group
- Working co-operatively with other squad coaches and boatmen for the benefit of the Boat Club
- Promoting St Edward's School and its rowing activities
- Setting up and rigging boats

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 Head of Rowing to reflect or to anticipate changes in the role.

Start date

We would like the successful candidate to begin work with us from February 2021.

Hours of work

This is a full-time position. Hours of work are variable and a flexible attitude to hours of work is required to meet the demands of the role.

During term time, it may also 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 of 40 hours each week, nor shall the hours worked infringe their rights under the Working Time Regulations.

Salary

We are offering a competitive annual salary in line with the successful applicant's previous experience. Salaries are reviewed annually by the School with increases effective from 1st September.

Holiday

Annual holiday entitlement is 25 days per year, plus bank holidays (although please note that bank holidays which occur during term time may well be working days, for which time off in lieu will be given). The holiday year runs from 1st September to 31st August and all holiday should be agreed by the Master in Charge of Rowing. As the School closes completely over the Christmas/New Year period, you will be required to take 5 days of your holiday entitlement to cover this period.

Pension

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

Probationary period

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

Sickness Benefit

After one year's service has been completed, annual entitlement to sickness benefit will be 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 four weeks.

Notice Period

During the probation period, employment may be terminated by either side with one weeks' notice. Subsequently, the minimum period of notice is one month.

Miscellaneous

- Free lunches are available during times the School's kitchens are in operation.
- Following successful completion of their probationary period, staff may use the Nuffield Health Fitness and Wellbeing Gym (which is situated on the St Edward's site). Membership is governed by the Club rules and may be withdrawn from individual members should the Club consider that there is good reason to do so.
- Car parking is available on-site.
- The School provides an employee assistance programme (EAP) which gives access to a comprehensive website and a dedicated helpline offering information, support and counselling around the clock. The EAP is completely confidential and the provider is independent of the School.

About the Candidate

Person Specification Characteristics	
Level 2 rowing coach qualification (a higher qualification is desirable)	Essential
BR Registered and ARA/BR coaching qualification e.g. IA	Essential
Success as an athlete or coach at national or international level	Desirable
Available to stay away overnight for training camps, regattas, trials etc.	Essential
Experience in both sculling and sweep oared boats	Essential
A full clean driving licence (including category D1)	Desirable
An excellent communicator with a positive and good-humoured nature and the ability to act as a positive role model to pupils	Essential
IT literacy including good working knowledge of MS Office	Essential
Ability to work as part of a small team and also to use initiative and work autonomously when required	Essential
Good people skills including enthusiasm, a welcoming and engaging manner and the ability to relate to people of all ages and backgrounds	Essential
A flexible approach to work and the hours required to fulfil the demands of the role	Essential
Ability to be discrete and maintain confidentiality at all times	Essential

Committed to safeguarding children and young people and willing to work within the School's child protection guidance and follow relevant School procedures	Essential
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Confidentiality and Data Protection

In the course of their employment, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School's interest. 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. The School is registered under the General Data Protection Regulation (GDPR). Staff must not at any time use data held by the School for personal use or disclose such data to a third person/party.

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

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.

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 at this stage.

If we receive a large number of high-quality applications, 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, Head 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, Woodstock Road, Oxford OX2 7NN.

Closing date for applications is Wednesday 16th December 2020 with interviews are due to be held at the beginning of January 2021.