

## **Candidate Information Pack Appointment of Assistant Senior Coach Permanent, Full-Time Start Date: September 2022 (earlier start date negotiable)**

Applications will be considered on arrival.

The School reserves the right to interview and appoint before the closing date

Vacancy will be live until Wednesday 1 June 2022 at 5pm



**SWPS Boat Club**

**Sir William Perkins's School**  
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Chertsey  
Surrey KT16 9BN  
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**Sir William Perkins's School Boat Club**  
Thames Side  
Laleham  
Staines, TW18 1UQ  
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<https://www.swps.org.uk/swpsbc/swpsbc-home>

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**National Schools Regatta 2019**



## **Working at Sir William Perkins's School**

Sir William Perkins's School is a high-performing independent girls' school for approximately 600 students aged 11 - 18 years. The Head is both a member of HMC and GSA. It was founded in 1725 and is now on an attractive 12 acre site situated on the outskirts of Chertsey, a two minute walk from the railway station and very near to the junction of the M3 and M25.

The School has excellent facilities, having benefited from an extensive building and refurbishment programme including a sixth form centre and purpose built boat club which opened in summer 2016. Entrance to the School is by competitive examination and the School values its excellent academic reputation. The students are highly motivated and eager to learn. Significant emphasis is also placed on the broad and balanced curriculum, the wide-ranging co-curricular activities and the caring and supportive environment.

The ISI completed a Focused Compliance and Educational Quality Inspection in October 2019, the School was recorded as Excellent in all areas and all eight parts of the standard were met. Our report in the Good Schools Guide 2020 describes the education provided by the school as "the golden ticket to a bright future".

The October 2019 Inspection report said of the School community: "The quality of the pupils' academic and personal development is excellent. The pupils have high levels of attainment which are reflected in their performance in public examinations". They also commented that, "Pupils demonstrate strong self-knowledge, self-esteem, self-confidence, self-discipline and resilience, so that they are well prepared for the next stage of their lives".

The staff are thoroughly professional, highly qualified and knowledgeable, enthusiastic and passionate about their own subjects, as well as understanding the importance of the breadth of the educational experience that we provide.

The school is characterised by a warm and welcoming atmosphere and mutually supportive approach. Expectations of staff are high but equally, personal workloads are carefully considered by the Senior Leadership Team. There are plenty of opportunities for further appropriate professional development and a generous inset budget. All staff are equally valued for their part in the overall success of the school and there is a strong sense of fun and humour.

The governors are keen to ensure that staff remuneration is competitive and are continually reviewing the package to ensure that SWPS can attract and retain outstanding teachers.

Further information about the School and our most recent inspection report can be accessed at [www.swps.org.uk](http://www.swps.org.uk)

## Vision

Sir William Perkins's School builds confidence, integrity and excellence in a caring, innovative and happy community so that each student leaves having been given the best possible chance of achieving their full potential, taking with them sound values, a breadth of skills and knowledge, and ready to take on the world!

Academic success is our priority but education should be about far more than just top grades. We believe in educating the whole person and equipping our students to make their mark on the world. We encourage them to get involved in the many co-curricular activities on offer, to take every opportunity to develop their interests and creativity, their interpersonal, teamwork and leadership skills, to be forward-thinking, and to reach into the wider community.

## Values

- Inspire excellence in academic standards
- Give the student the confidence to enjoy learning, the resilience to learn from mistakes and to cultivate good habits of work
- Help each student:
  - develop fully as an individual with integrity
  - refine creative and practical skills
  - gain the qualifications they need to embark on, and succeed in, their chosen career
  - think independently
  - be a confident, responsible and unselfish member of the community.



**Henley RR Summer 2019**

## The Position

The Boathouse on the River Thames at Laleham opened in spring 2016 and we are looking for an Assistant Senior Coach (Rowing) who will perform a supporting role in the successful and effective running and development of Sir William Perkins's School Boat Club. They will work under the Head Coach when coaching the Senior Squad, and support the Head of Junior Rowing & Administration when working with the younger rowers in the club. There will be opportunities to develop the post-holder's coaching by leading crews to both local and major national events, and the chance to be immersed in a developing school boat club with high-aims should be a major motivating factor.

The school has been rowing for 16 years, with large squad numbers from Y8-13. SWPSBC has produced international medallists at J16 and J18 level, as well as winning medals at Schools' Head, National Schools' Regatta, British Rowing Junior Championships and Henley Women's Regatta. The School has competed in Henley Royal Regatta, and aims to have competitive crews annually in both the Junior Women's Quads and Eights events.

Our junior squads, focus on 'learning to row' and 'learning in to train' with an emphasis on athleticism and good foundations. All squads compete throughout both the head and regatta seasons and have achieved a fantastic level of success to date. The Rowing and PE Departments work closely together to allow our students to become the best rowers they can be.

The successful candidate will have demonstrable experience of coaching, or rowing within a performance school, junior or senior programme, with the ability to motivate and understand the pastoral challenges for the students of rowing at school. As we work in a small term, they will also need to be a confident communicator, someone who is approachable, patient and above all passionate about rowing.

### SWPS Boat Club

The boat club was officially opened in spring 2016 on the banks of the Thames; the strong rowing teams have now expand their already busy training and racing season. The facility includes: three boat bays where racing and training equipment is stored; a large training room with balcony; and a purpose built floating landing stage to launch crews onto the river.

The boat club opening can be viewed at <https://www.youtube.com/watch?v=ocXVwDQnb3w>

Sir William Perkins's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).**



**Accountable to: Head Coach (who reports to Headmaster)**

### **Qualifications and Experience**

- Experience of coaching, or rowing within a performance school or senior programme.
- BR Level 2 Coaching or equivalent.
- B+E Trailer Driving qualification or experience of driving trailers/willingness to assume the necessary skillset.
- First Aid Certificate or willingness to obtain ASAP.
- RYA Powerboat Level 2 (desirable)

### **Knowledge, skills and abilities**

- Ability to inspire and motivate students
- Ability to relate effectively and to earn the confidence of colleagues, students and parents/carers.
- Ability to use strategies that effectively support the School's policies and procedures, e.g. on safeguarding, health & safety, rewards and discipline, monitoring and tracking, etc
- Excellent organisational and time management skills

### **Personal**

- Commitment to the aims, ethos and objectives of the School
- Professional and with integrity
- Passion for Rowing
- Positive and enthusiastic about their specialist field
- Good communicator
- Keen interest in all aspects of School life
- Enjoyment of new challenges and experiences
- Adaptable and Reflective
- Kind and with a good sense of humour





## Assistant Senior Coach - Job Description

### Accountable to: Head Coach (who reports to Headmaster)

*The Assistant Senior Coach will perform a supporting role in the successful and effective running and development of Sir William Perkins's School Boat Club. They will work under the Head Coach (HC) when coaching the Senior Squad, and support the Head of Junior Rowing & Administration (HJRA) when working with the younger rowers in the club. There will be opportunities to develop the post-holder's coaching by leading crews to both local and major national events, and the chance to be immersed in a developing school boat club with high-aims should be a major motivating factor. The post-holder will be required to work as necessary to complete the job, including a considerable amount of 'out of hours', weekend, and holiday work.*

This is not necessarily a comprehensive definition. It may be subject to modification or amendment after consultation with the holder of the post.

- To assist the HC in the day-to-day running of the J16-18 Squad.
- To prepare crews and equipment to be competitive at both local and major national events.
- To support the logistics of running the Boat Club, including record-keeping and administrative and practical duties as determined by the HC, HJRA and Equipment Manager (EM).
- To support the HC in the coaching of Senior Squad crews in training and at events.
- To be able to confidently and professionally run the Senior Squad when the HC is on duties away from school.
- To deliver quality coaching sessions in line with with SWPSBC club strategy, working closely with other coaches to ensure continuity of message.
- To assist the HC, HJRA and EM with the set-up and adjustment of club equipment.
- To closely support the EM in the running and operating of a tidy and efficient building, safe fleet of boats and range of reliable land-training equipment.
- To ensure the continuation and growth of a positive and enthusiastic environment in the whole Boat Club.
- To have a flexible approach to working patterns, which can include irregular weekday hours, work at weekends and sections of school-holiday periods.
- To attend SWPSBC training camps.
- To assist in the transport of equipment to races, fixtures and training camps.
- To coach sessions with younger year-groups where necessary, and support the J15 and J14 Lead Coaches in providing a positive and enthusiastic environment for the rowers.
- To ensure water-safety standards are upheld at all times in line with SWPSBC Risk Assessments.
- Attend parents evenings, open evenings, entrance exam morning, occasional weekend and other functions as appropriate.
- Use ICT where appropriate in administration of day to day activities.
- Be familiar with the Staff and Department handbooks and support all the School's policies.
- Keep accurate records of student's progress and attendance in accordance with departmental and School policies.
- Use data to monitor and track student progress.
- Advise a member of the Pastoral Team (Form Tutor, Head of Year, Pastoral Deputy Head) where there is cause for concern with an individual student.
- Form good staff-student relationships that promote enjoyment of rowing and are in line with the aims, policies and development plans of the School.



- Ensure that relevant aspects of the School's Health & Safety policy are implemented.
- Undertake any reasonable task as directed by the HC, HJRA, Director of Sport or Senior Leadership Team member.
- Strive for personal and professional development through active involvement in the School's appraisal system and performance management procedures.
- Be committed to the safeguarding of children and young people.

## **Salary and Benefits**

Sir William Perkins's School is a friendly, exciting and supportive place to work and we hope that you will want to join us. The school offers an attractive range of benefits as outlined below:

- Competitive Salary which recognises the qualifications, skills and experience of the candidate. The School has its own salary scale.
- Teachers' Pension Scheme for teaching staff and membership of group personal pension scheme (with life assurance) for non-teaching staff.
- 174 Teaching Days plus 4 INSET days per year.
- Defined process to apply for teaching salary thresholds.
- Initial teaching training and NQT induction programme both include reduced timetable and weekly mentor support
- Free lunches, tea and coffee
- Free car parking on site
- Enhanced sickness and family friendly policies
- Free use of School Gym at specified times
- Strong tradition of on-going financial investment and development
- Opportunities to travel the world through domestic and international trips and tours.
- Library facilities open to all
- Staff Social Committee
- Warm welcome and an excellent staff room





**Refurbished Staff Room, Kitchen and Staff Workrooms**

## **Recruitment and Selection Process**

### **Application**

Your cover letter and application should be addressed to the Head, Mr C C Muller and are made by applying through the School's website at <https://swps.careers.eteach.com/>

If you have any questions about the application, please write to [HR@swps.org.uk](mailto:HR@swps.org.uk)

Applications will be considered on arrival and the School reserves the right to interview and appoint before the closing date.



**The vacancy will be live until Wednesday 1 June at 5pm**

## **Location**

Full Details are available at <http://www.swps.org.uk/Location>

### **By Road**

The school is conveniently situated on the A320 between Staines and Woking, with easy road access and Junction 11 of the M25 is within a few minutes' drive of the school.

### **By Rail**

Chertsey Train Station is a two minute walk away from the school.



**SWPS Main Entrance**