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# HAMPTON SCHOOL

## JOB DESCRIPTION

### **Assistant Director of Rowing To start as soon as possible**

**The closing date for applications is Monday 20 August 2018**

**Job Title:** Assistant Director of Rowing  
**Reporting Line:** Director of Rowing and in their absence Deputy Head (Pastoral)  
**Location:** Hampton School

### **HAMPTON SCHOOL**

Hampton is one of the country's leading, most successful and best-resourced independent schools and has been helping boys to fulfil their potential and realise their aspirations for nearly 460 years. We are a lively, friendly and caring School community, where innovative teaching is underpinned by strong shared values and complemented by outstanding pastoral care. We aspire to enable our boys not only to make sense of the world but also to want to go out and improve it.

The School's examination results and university entrance record consistently rank among the very best achieved anywhere, while the very wide range of co-curricular activities on offer provides each boy with the opportunity to shine and the means to explore new interests. Nearly all our leavers go on to undergraduate courses at Russell Group or equivalent universities/medical schools. Around 25 Hamptonians gain places at Oxford and Cambridge each year; an increasing number go on to study at US Ivy League universities, often on academic and sporting scholarships. Our alumni network is extremely strong and former pupils remain very interested in their School, in no small part due to the exceptionally warm and mutually respectful relationships enjoyed between staff and pupils.

Situated on a green field site in a leafy suburb of South West London, we are fortunate to have over 27 acres of playing fields within our spacious grounds and a generous investment programme ensures that our pupils and staff enjoy the use of first-class facilities across all areas of School life. These include a state-of-the-art, all-weather 3G sports ground, a large Sports Hall and The Hammond Theatre, along with an excellent library and specialist facilities for Art, Science, Technology, IT and Languages. In terms of future projects, we are looking forward next to the opening of our new Sixth Form Study Centre in Autumn Term 2018. The Millennium Boat House, shared with our neighbouring girls' school, Lady Eleanor Holles, enjoys a prime location on the nearby River Thames and provides the focal point for our renowned and highly successful Boat Club.

Visitors from the Independent Schools Inspectorate (ISI) concluded in March 2016 that Hampton's academic and all-round excellence merited the rarely awarded ISI assessment of pupils' achievements and learning as being 'Exceptional'. The inspection team's findings in all other areas were similarly pleasing and the highest possible judgements were achieved across the board. Further information and a copy of the full ISI report can be found on the School website.

## **Sport at Hampton**

Sport is a major part of both curricular and co-curricular life at Hampton School and plays an essential role in the physical, emotional and social development of every boy in the school. We are justifiably proud of the facilities, support, expertise and talent provided by the Games and PE Departments.

Boys in the First to Fourth Years have a double period of Games each week; the Fifth Year, Lower Sixth and Upper Sixth share a triple period each Wednesday afternoon. Unlike at many other schools, Hampton pupils can choose their preferred sport and have a wide choice.

We compete in prestigious local, regional and national competitions as well as holding regular fixtures with schools from across the region. It is expected that boys treat themselves, their opponents and all officials with proper respect and courtesy and they are encouraged to play with a sense of adventure and freedom without self-indulgence. We do not encourage dour, percentage-driven sport but sport with a sense of fun in the right measure. By the same token we understand and respect that some boys will play sport for leisure or health reasons rather than competitively.

Each major sport has its own Master-In-Charge. The staffing of Games at Hampton is generous. Currently, we are able to offer an average staff/pupil ratio of 1:12. In addition to the PE Staff many of the academic staff are talented sports people and they offer additional teaching and support on the sports field. We are also fortunate enough to have regular visits from outside expert performers and specialist coaches.

### **Rowing**

Hampton is one of the top rowing schools in the country and it is a very popular sport amongst our boys.

The boys row on the Molesey stretch of the River Thames which is just a short run from the school. Our facilities are outstanding with a superb boathouse and impressive fleet of boats. The school has a dedicated coaching team headed by its own, full time Director of Rowing, Colin Greenaway, a former international athlete and Junior International Coach for the Great Britain Team.

Pupils begin learning the discipline in the Third Year when they will be taught to scull. The emphasis is on enjoyment and watermanship. There are regular training camps in the holidays, some at the Boathouse, but also in Seville, Hazewinkel, Belgium, Temple Sur Lot, Bordeaux.

Old Hamptonians, including Karl Hudspith (President of the Oxford University Boat Club 2012), the Livingston brothers and the Smith brothers have competed in the Boat Race. The Searle brothers are also well-known Old Hamptonians and Olympic Gold Medallists. (Greg Searle was part of the Bronze Medal GB Eight, London 2012 twenty years after his Olympic Gold in Barcelona 1992) Hampton's rowing department has a thriving Parents' Association which raises funds to support our rowers.

Each year the Hampton School Boat Club hosts two major rowing events on its home stretch of the River Thames: The Hampton Small Boats Head and The Hampton Fours and Eights Head.

Both races are run over a course of approximately 3000m downstream from Sunbury Lock. The first of these events is the Small Boats Head, typically held in late November, with the Fours and Eights head following in late January/early February. Viewing is possible, along the full length of the course; from the towpath running on the south (Molesey) bank from the start at Sunbury Lock to the finish at the western end of Platt's Eyot.

## **THE ROLE**

The Assistant Director of Rowing will assist in the strategic and day to day running of the School's boat club and the organisation of Junior Rowing. The successful candidate will be able to demonstrate enviable coaching experience, be well qualified holding British Rowing and RYA L2 Powerboat qualifications. You will be highly motivated, enthusiastic and dedicated to ensuring the best outcome for Hampton School Rowers.

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### **Main Responsibilities:**

The successful applicant will be required to carry out the following duties:

#### **Strategic/General Responsibilities:**

- Assist the Director of Rowing with administrative duties as required
- Responsible for the organisation of Junior Rowing (J14 & J15)
- Devising, publishing and implementing a rowing program for junior crews in consultation with the Director of Rowing and Coaches
- Devising, publishing and implementing a written selection policy for junior crews
- Encourage the participation and enjoyment of rowing within the lower school
- Responsible for coaching and developing a squad of committed rowers
- Working closely with the rowing coaches within the J14 and J15 squads, to teach and develop sound rowing technique within a suitable training programme appropriate to their age and level of experience
- Organising a fitness program in consultation with the Strength and Conditioning Coach
- Track and monitor the progress and development of rowers within the Junior Squad
- Communicate, where necessary, with parents of boys within the Junior Squad
- To work the training hours as determined by the DOR, and be available at other times, as required
- To attend rowing camps and training weekends.
- Work successfully and communicate effectively as part of a larger coaching team
- Attend coaches meetings throughout the season and review progress of the season program
- Keep records of program, goals, progress, testing, and reviews
- Ensure attendance procedures are followed and registers accurately recorded
- Recognise the rowers' other commitments and work together with academic demands for holistic development
- To promote the safeguarding and welfare of the pupils and young people as set out in the School's safeguarding policy

#### **Administration**

- Work with the Director of rowing to carry out the necessary administration of the club, including British Rowing registrations and affiliations, race entries, etc
- Work with the Director of Rowing to manage the club's finances (including book room charges).
- Assist the Director of Rowing and other coaching staff with the administration of trips and tours
- Assist all coaching staff with Risk Assessments and transport bookings
- Assist with the organisation and running of the Hampton Heads

- Organise capsized drill training at the start of each new academic year, or at desired times throughout the year and keep the required records in line with the recommendations in 'Row Safe'.

### **Transportation**

- To collect and make deliveries of equipment, including boats, launches or other items as necessary
- To assist in transport of boats to and from regattas, involvement in towing trailers to and from regattas, and assist with their loading and unloading.

### **Boat/Blades/Equipment/Launches**

- Ensure that the boathouse and gym area is kept clean, tidy and in good order
- Complete routine maintenance on ergometers and other boathouse fittings
- In conjunction with the boatman ensure the correct racking of boats, blades and riggers and maintain toolboxes
- Under direction of the boatman carry out minor repairs to boats and blades.

### **Health and Safety**

- To fully understand the implications of the Health and Safety Policy within the boathouse and be responsible for maintain standards which meet these requirements
- Under direction of the Assistant Director maintaining safety equipment within the boathouse and in the launches
- Ensuring the boathouse is a safe and healthy environment
- Adhere to the School's H&S and Staff Behaviour policies and procedures
- Administer basic first aid to pupils wherever required during the working day, dealing with any basic accidents, reporting incidents and liaising with School's Nursing Team when needed (training will be provided)
- Be responsible for promoting and safeguarding the welfare of children and young people for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy and Procedures at all times.

### **Other**

- To become a Fire Marshal trainer and First Aider. Training will be provided.
- Any other reasonable tasks required by the Headmaster, Director of Rowing and/or Deputy Head in association with the above role
- To attend all School INSET briefings.

## **PERSON SPECIFICATION - SKILLS, QUALIFICATIONS AND EXPERIENCE**

The successful candidate is likely to be able to demonstrate the following skills, qualifications and experience.

- A high level of rowing and/or coaching experience at elite level
- A specialist Sports and/or relevant British Rowing coaching qualification and RYA L2 Powerboat Qualification is essential
- Good GCSE (or equivalent) qualifications in English Language and Mathematics
- Experience of working with children or young people
- Awareness of Health and Safety issues (First Aid training will be provided).
- A warm, cheerful and well-presented person, capable of inspiring confidence in pupils and parents.
- Excellent communication skills, both verbal and written.
- Capable of working independently and as part of a team.

- An understanding of the nature of independent education and of the high expectations within the sector.
- Professionalism and commitment to the demands of a successful co-curricular programme.
- Fully understand and promote the aims and ethos of the School.
- Ability and willingness to learn on the job and attend INSET as necessary
- The post-holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy and Procedures at all times.

### **Equal Opportunities**

It is the policy of Hampton School to provide equal employment opportunities for all qualified individuals; and, to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. Hampton School promotes equal employment opportunities in all aspects of employment through positive employment policies and practices.

If any special requirements are required to attend an interview, please inform the School.

### **Safeguarding**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy and Procedures at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Safeguarding Designated Persons or to the Headmaster

### **Training**

Where necessary, to undergo on the job training or attend INSET outside the School to increase competence, proficiency and safety awareness.

## **HAMPTON SCHOOL - SALARY AND OTHER BENEFITS**

### **Salary**

A suitably attractive benefits package will be offered, including a salary commensurate with the appointed candidate's skills and experience.

The Governors review salary Scales each year to ensure they remain competitive. Salaries are paid by bank transfer on the 25th of the month, or next working day thereafter, in 10 equal payments.

### **Hours and Holidays**

This is a full-time position Monday – Friday plus weekends to attend coaching sessions and regattas.

Additional holiday work, if required, is to be discussed and agreed with the Director of Sport and in their absence, Deputy Head (Pastoral).

The remuneration package includes pay for holidays which are to be taken during School holiday periods. Staff are required to be at School on INSET and Open Days.

Offers of employment will be made on merit and suitability of qualifications and experience, in pursuit of our policy of equal opportunities.

The School reserves the right to offer the post at any stage in the appointment process.

### **Non-contractual Benefits to staff**

#### **Pension**

The School offers the Teachers' Pension Scheme for teaching staff and a money purchase scheme for support staff. Further details are available from the Bursar.

#### **Death-in-Service Benefit**

In addition to any Pension Scheme benefits, the School currently has an insurance policy which pays two years' salary in the event of the death of a member of staff to nominated dependant(s). Age restrictions apply to this policy. Staff are automatically covered by this insurance policy.

#### **Health Care Insurance**

The School provides Health Care insurance for all members of staff earning above an annual threshold only if they join at the start of their employment and subject to any terms and conditions and the School's eligibility requirements. Further details may be obtained from the HR Department and Bursary. A Medicash healthcare cash plan is also offered. This is an opt-in insurance policy.

#### **School Fee Reduction**

Children of staff at Hampton School or Hampton Prep may, upon passing the entrance assessments, be eligible at the discretion of the Governors for fee remission on the basic tuition fees. Currently, the School also has an agreement with our neighbouring girls' school, Lady Eleanor Holles School, for a reduction in tuition fees. (Subject to the School's eligibility requirements).

#### **Cycle to work scheme**

The School allows staff with an employment contract for 12 months or more to purchase a cycle through the 'cycle to work' scheme to ride to work. Further details are available from the Bursar.

#### **Personal Accident Insurance**

Staff are covered for partial or permanent disability resulting from an accident, whether at School or elsewhere. Further details are available from the Bursary.

#### **Drinks and snacks**

Staff are provided with tea/coffee and light snacks at no charge.

#### **School Lunch**

A School Lunch is provided for staff at no charge. Members of staff at the senior school have access to a private staff dining room.

#### **Sports Travel to School on Saturdays**

Staff running teams may claim expenses for travel to/from School for Sports matches.

#### **Use of private vehicle**

Subject to a journey being approved by the Facilities Manager, Deputy Bursar, Bursar or Headmaster, staff can use their private vehicle for School journeys during working hours. The insurance will be under the School insurance and staff can claim for mileage.

#### **Blood Pressure**

The School Nurse can check your blood pressure. She is not, however, able to give staff medical advice and staff must rely on their own medical adviser.

**Counselling**

One of the School Counsellors may be able to see staff on a limited basis. If prolonged counselling is required then a charge may be incurred.

**Sports Therapy**

The School has a member of staff specialising in Sports Therapy, who may be able to assist with Sports injuries on a limited basis. If prolonged therapy is required a charge may be incurred.

**Multi-Gym**

The School multi-gym is available for use by staff. Induction is required and conditions apply. The school accepts no liability for use by staff. Staff also have access to the swimming pool at Lady Eleanor Holles School.

**Sporting Facilities**

Use of School sporting facilities is available, subject to availability. Any such use must be agreed in advance with the Bursar or Deputy Bursar, who will consult with the relevant Sport & PE Department staff. Use for events such as private parties may be available, but will be treated and charged as a formal letting.

**Parking**

Staff parking on site is currently permitted, subject to availability of an approved parking space. All members of staff who wish to park on site must obtain a permit from the Bursary.

*The above non-contractual benefits are currently available to staff. They are provided at the discretion of the Governors, who reserve the right to withdraw them without notice.*

Further details of the School are available on the website.

**Please note all appointments are subject to the Hampton School Trust Recruitment, Selection and Disclosure Policy and Procedure.**

*June 2018*