



LADY ELEANOR HOLLES SCHOOL

JOB DESCRIPTION

POST TITLE: Head of Rowing

RESPONSIBLE TO: Director of Sport

MAIN PURPOSE OF POST: To lead rowing at Lady Eleanor Holles with vision and energy, managing the team of coaches and administering Lady Eleanor Holles Boat Club (LEHBC)

MAIN DUTIES:

Leadership and Management of LEHBC

- Develop a coherent vision for LEHBC; define the goals of LEHBC and develop a strategy to achieve these
- Ensure that high standards of coaching are delivered and resources are used efficiently and effectively
- Lead the rowing programme: oversee the training of all squads
- Induct new coaches and carry out annual Professional Review with coaches to identify training needs, ensuring they are adequately met and that all members of LEHBC are active in their own professional development
- Manage the day to day administration of the Boat Club, delegating as appropriate to ensure the efficiency of rowing at LEH
- Monitor and control the rowing budget in consultation with the Director of Finance

Coaching and Learning

- Promote excellence in coaching to ensure all students develop their potential in rowing
- Monitor effectiveness of coaching in all squads through regular team review of squad progress, assessment of individual student progress and observation of coaching sessions
- Keep up to date with developments in rowing and girls' education to ensure that best practice is adopted
- Ensure with coaches that the values of fair play, teamwork, healthy competition and respect for rules are upheld and promoted
- Act as lead coach or as a technical coach/assistant to the Senior Squad

Communication

- Represent LEHBC internally and externally at meetings and committees including the Hampton and Holles Boat Clubs Association, Boat House management meetings, the river users' group, etc

- Chair a weekly coaches' meeting: review performance and plan logistics. Ensure the meetings are recorded and actions implemented
- Attend weekly Sport Department meetings to represent rowing and keep up to date with developments in sport at LEH
- Ensure coaches, parents and students have details of forthcoming rowing events and that dates of events are added to the School calendar
- Coordinate the publicity for the Boat Club:
 - Produce results reports for Monday assemblies
 - Write and/or coordinate reports for the termly Red Review magazine and Oarsome News section of LEHBC Parent Portal
 - Write reports, and supply pictures, for the school website
 - Liaise with Marketing department to produce press releases as necessary
- Respond to emails, letters and telephone calls from parents, other clubs and schools, external bodies and the general public
- Maintain positive, courteous and proactive relations with students, parents and colleagues

Administration

- Co-ordinate the organisation of fixtures in consultation with the Director of Sport and rowing coaches; coordinate transport to and if necessary, accommodation at events; coordinate trailer transport of boats
- Oversee the organisation of the J14, J15 and Senior Easter training camps
- Liaise with the Director of Finance, Estates Manager, Facilities Manager, Director of Rowing at Hampton School and the Boat House Supervisor to ensure that the Boat House and facilities are fit for purpose
- Identify future resource needs e.g. equipment purchases and agree these with the Director of Finance; order equipment as required
- Monitor condition of all equipment and prioritise a programme of repairs, refurbishment and replacement; arrange for the disposal or sale of unwanted equipment
- Arrange payment of Boat Club subscriptions on School bills and write to parents informing them of the subscription rate
- Ensure LEH students are members of the Amateur Rowing Association; complete annual capitation return and arrange payment of annual capitation fee; arrange annual membership returns and subscriptions; organise distribution of membership cards
- Arrange payment of annual registration of all boats and launches with the Environment Agency

Health and Safety

- Act as Club Safety Advisor: complete regular safety audit and liaise with the regional safety advisor
- Act as final arbiter on whether crews may scull or row in the prevailing water and weather conditions
- Ensure LEH Health & Safety policy is implemented in rowing in consultation with the Director of Sport and the Estates Manager
- Ensure that risk assessments are carried out and monitored regularly in consultation with the Estates Manager and Senior Assistant Head (Pastoral and Co-Curricular)

- Ensure coaches and students are aware of safety rules (ARA Water Safety Code, Chlorine Alert drill etc)
- Ensure that safety equipment is present in launches and in the Boat House

General

- Set personal targets and take responsibility for own personal professional development through the school's Professional Review system
- Promote equality of opportunity for all students and staff
- Maintain high professional standards of attendance, punctuality, appearance and conduct, including adherence to school policies
- Take part in training programmes provided by the school
- Undertake such other duties which may be reasonably required from time to time

Safeguarding

- Adhere to school policy on safeguarding and updating training as required
- Ensure the safeguarding and well-being of children and young people at the school in accordance with school policies

PERSON SPECIFICATION

Qualifications, Experience, Knowledge and Skills	Essential	Desirable
High level coaching experience	✓	
The ability to inspire others, leading a team of coaches to a common vision for LEHBC	✓	
Proven experience of positive team leadership and collaborative working	✓	
Previous experience of developing training programmes for young people		✓
Excellent organisational and planning skills	✓	
A proven ability to deal confidently with staff, students, parents and other users	✓	
Previous experience of working in an educational environment		✓
A strong commitment to accuracy and to maintaining high professional standards	✓	
Self-motivated and willing to take the initiative	✓	
The ability to multitask, be flexible and prioritise workload	✓	
The ability to work calmly under pressure and respond positively to varying workloads and deadlines	✓	
Excellent written and oral communication skills	✓	
An understanding and commitment to adhering to school policy on safeguarding	✓	

Lady Eleanor Holles School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service (DBS).