

**ROLE PROFILE**

**Post:**  Resident Graduate - Kayaking

**Responsible to:** Head Coach, Kayaking Academy and to Lead Practitioner, Boarding

**General Description**

You will work predominantly for the Kayaking Academy but also be resident on-site for Boarding, in single accommodation. The Head Coach, Kayaking Academy focuses on coaching the athletes. You will be responsible for the athlete’s school life, liaising with teachers about academic studies, with the Medical Centre and Pastoral staff about well-being, and with Boarding and Catering staff about sleep and meals.

**Main Responsibilities - This job description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list**

Kayaking Academy Main Responsibilities:

* Liaison with Teaching staff to ensure athletes make their expected academic progress and homework submissions
* Liaison with Boarding staff to ensure the athletes enjoy a sound sleep absent of any disturbance from other boarders
* Liaison with Catering staff to ensure athletes receive adequate and timely nutritional food
* To be the liaison with the Head Coach and parents regarding races, plan and organise logistics for all aspects of travel to races and race accommodation
* Liaison with parents regarding all of the above, as necessary, dealing with both school and parental concerns
* Liaison with Accounts regarding the Kayaking Academy income and expenditure
* To be the main driver of the Kayaking Academy 9-seater vehicle taking the athletes to their off-site training in Whitlingham during the week, and on Saturday mornings, and to races on some of the weekends/Sundays, as necessary
* To plan, organise and book swimming, yoga, climbing and other activities that the kayak athletes participate in
* To be responsible for all kayaking equipment kept at the school
* To liaise with the Head Coach daily and provide the link between the school and in particularly the P.E. department
* To plan, organise and attend development camps run by the Kayaking Academy
* Liaison with Medical Centre, school physiotherapist, osteopaths, and Pastoral staff regarding athlete well-being

Boarding Main Responsibilities:

* Play an active role for Kayakers within the boarding house
* Resident on-site during periods agreed with the Lead Practitioner, Boarding

**Reporting & Communication**

* You will need to be in constant communication with the Head Coach, Kayaking Academy, over email, phone and text messaging as he is very often off-site, being present at school only for scheduled gym sessions

**Health & Safety Duties – An awareness of safeguarding duties is a pre requisite**

**Personal Qualities**

* Good inter-personal skills
* Good communication skills
* Good organisational skills
* Willingness to work unsocial hours when necessary
* Willingness to focus, primarily, on the performance and well-being of the athletes

**Qualifications and Experience**

* Experience as a competitor or as a club coach of canoe marathon or canoe sprint is highly desirable
* Educated to degree level

**Benefits**

* The position offers a salary of £10,045 per annum and includes accommodation, meals and laundry.