

**Candidate Information Pack
Appointment of Boatperson
Full Time, Permanent
Start Date negotiable**



Front View of Main School Building

Sir William Perkins's School
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New Sixth Form Centre opened Summer 2016

Working at Sir William Perkins's School

Sir William Perkins's School is a high-performing independent girl's school for approximately 611 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 and ongoing building and refurbishment programme including a new staff room and kitchen and refurbished staff work room in autumn 2017. New Sixth Form centre, Drama Studio and Careers centre which opened in summer 2016 and a building walk through is available at <https://www.youtube.com/watch?v=PQJ-ZtNAzdo>. 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 regulatory compliance inspection in September 2016 recorded that all eight parts of the standard were met and our report in the Good Schools Guide 2016 describes our "Excellent Results achieved with a big dollop of humour, humanity and freedom of thought".

The November 2010 Inspection report said of the School community: "The quality of the pupils' personal development is excellent. This is central to the School's aims and is reflected in the happy, caring, respectful relationships and strong sense of community awareness that are prevalent throughout the school." They also commented that, "Teachers possess strong subject knowledge and they have high expectations for pupils' success. Praise and encouragement are used effectively and this adds to pupils' enjoyment" as well as declaring, "Pupils demonstrate excellent social awareness and they grow up to be poised, confident and articulate young women".

Further information about the School and our most recent inspection report can be accessed at www.swps.org.uk



Atrium opened Summer 2016



Aims of the School

Our shared vision is:

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.

Aims of the School

The purpose of the school is to provide an excellent all round education for its students.

The aims are:

To maintain high academic standards.

To encourage the enjoyment of learning and good habits of work.

To help each student

- to develop fully as an individual
- to cultivate creative and practical skills
- to gain the qualifications they need to embark on their chosen career
- to grow in confidence
- to think independently
- to be a responsible, unselfish member of the community

Why work at Sir William Perkins's School?

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.



The Position

The Boathouse on the River Thames at Laleham opened in spring 2016 and we are looking for boatperson to support our growing fleet of boats and equipment. The school has been rowing for 13 years and squad numbers have increased to 120, rowing from J13-J18. Sport plays a very significant role in the life of the School and the department has a very good reputation in the local area. Rowing and PE work closely to allow the students to become the best rowers they can be.

The senior squad has produced international medalists at a J16 and J18 level and is working hard to continue to be medal contenders at Schools Head and National Schools as well as taking on a new challenge of Henley Royal Regatta. The 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 successful candidate will enjoy a unique opportunity to develop and maintain the fleet of boats, coordinating and performing boat repairs and maintenance and organising external agencies for any major boat repair work as well as towing to regattas and camps and setting up boats for racing with the assistance of the wider coaching team.

This role may also involve some coaching and therefore the successful candidate will need to be able to demonstrate an ability to deliver structured coaching sessions where all students are learning, developing, being stretched and challenged and having fun. As we work in a small term, the successful candidate will 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 can 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 to share this commitment. The successful applicant will be expected to complete an enhanced DBS disclosure.

Boatperson – Person Specification

- Ability to work within the existing athlete pathway at SWPS boat club (SWPSBC)
- Able to work independently to ensure the fleet is in good race condition
- Able to perform boat repairs
- Knowledge of advanced boat rigging
- License to tow a trailer. All applicants will need to adhere to the school's policy regarding the use of minibuses and other vehicles on school business, in terms of their driving record
- Previous coaching experience and qualification
- Excellent time-keeping and organisational skills
- Ability to relate effectively and gain the respect of all members of the School community
- Good communication skills
- Commitment to the aims, ethos and objectives of the school
- Reliable and dependable
- Dedicated and hard-working
- Flexible and willing to help
- Kind with a good sense of humour

Boatperson - Job Description

Accountable to: Assistant Head of Rowing (who reports to Head of Rowing)

The Boatperson is responsible for maintaining and transporting the fleet of boats and equipment, and will support the Assistant Head and Head of Rowing in implementing the strategic direction and the effective administration of the Club, encouraging enthusiasm, personal development and success. The successful candidate will do some coaching throughout all age groups and will work positively with the P.E. Department, the wider School, students, parents and the local community.

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

- To be familiar with the Staff handbook and support the School's aims and policies
- To ensure that Health and Safety is paramount and that School Policies are implemented
- To act as the Club's Water Safety Officer.
- To work closely with the Assistant Head and Head of Rowing, taking the lead on fleet management and repairs and helping to deliver the rowing programme
- To inspire Rowing Club members by personal example
- To alert the Assistant Head and Head of Rowing, Tutors, Heads of Year, SLT and parents where there are concerns about students
- To be responsible for the maintenance of the boats, equipment, trailer and other such; and ensure that it is licensed and insured appropriately
- To arrange for larger repairs/maintenance using external repairers, and report any issues
- To advise coaches and students of correct way to store, handle, clean boats and equipment
- To coordinate transportation of boats and equipment to events and camps, overseeing correct loading etc.
- To liaise with the Head of Rowing re expenditure and effecting any research, sales and purchases
- To advise coaches of the river conditions and the safety of going afloat when requested
- To update annual risk assessments for rowing, liaising with the Head of Rowing
- To liaise with any external agencies regarding the Boathouse or river, as necessary
- To coordinate and lead on the set up boats for the SWPS crews
- To assist in the organisation and management of rowing trips, including training camps and races
- To assist in organising capsized drills and swim tests for all students partaking in rowing
- To undertake any reasonable task as directed by the Assistant Head and/or Head of Rowing or Senior Management Team
- To strive for personal and professional development through active involvement in the School's performance management procedures
- To be committed to the safeguarding of children and young people

Salary and Benefits

We are 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.
- Learning and development opportunities including financial support for postgraduate study
- 174 Teaching Days plus 4 INSET days per year.
- Defined process to apply for teaching salary thresholds.
- Initial teaching training through HMC/University of Buckingham and NQT induction programme both include reduced timetable and weekly mentor support
- New Staff Room and kitchen and fully refurbished staff workroom for Autumn 2017
- Free lunches, tea and coffee and car parking on site
- Edenred childcare voucher scheme and family advice line
- Enhanced sickness and family friendly policies
- Free use of School Gym at specified times
- On site Fitness sessions for a small fee.
- 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
- Offers scholarships and bursaries as a registered charity from our own school fund
- Christmas closure
- Staff Social Committee
- Warm welcome and an excellent staff room



New Staff Room and Kitchen Autumn 2017



Refurbished Staff Workroom Autumn 2017

Application

Letters of application and completed application form including the details of two referees should be sent to the Head, Mr C C Muller or by email to Mrs H Wood, HR Advisor recruitment@swps.org.uk, to arrive no later than Monday 30 October 2017 at 1pm.

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

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 five minute walk away from the school.



Sir William Perkins's School Boat Club opened Spring 2016