



ABINGDON



# JOB PACK

## Head Coach & Assistant Director of Rowing

Closing Date: Thursday 20 July 2023 (midday)

Interview Date: 26, 27 or 28 July 2023

*Early applications are encouraged and we may appoint before the closing date.*

Abingdon School, Park Road, Abingdon, Oxfordshire, OX14 1DE  
01235 521563 [www.abingdon.org.uk](http://www.abingdon.org.uk)



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## Message from the Director of Finance & Operations, Justin Hodges

Thank you for your interest in the Abingdon Foundation. I am delighted that you are considering working here. As a member of the support staff you would play a pivotal role in supporting the school to deliver the very best academic, pastoral and Other Half opportunities to our pupils.



Please take some time to look at our website, [www.abingdon.org.uk](http://www.abingdon.org.uk), as this will tell you a lot about us and give you a taste of the atmosphere. The Abingdon Foundation is a community of some 1300 students across the two schools. Boarding houses are full with around 140 boarders and the sixth form has around 350 pupils. We employ some 400 teachers and support staff across the Foundation. The Board of Governors oversee the whole Foundation.

Abingdon School and Abingdon Preparatory School occupy large and beautiful campuses. The facilities are excellent with recent significant developments including a new Sixth Form Centre, library and Art department which followed the opening of a stunning Science Centre. New facilities for the Economics and Business Studies and Computer Science departments opened in 2020 alongside two additional houserooms for the pupils. In summer 2023 we are also looking forward to moving into new and refurbished boarding facilities as well as a flexible and beautiful new dining pavilion - please see this [video](#) for more information. We have also added recently to our extensive sport facilities at Tilsley Park and on the school campus which offer some of the best sport resources in the area. The Foundation benefits from a continuous refurbishment and development plan, adding further impressive facilities to a very well-resourced organisation that also prioritises sustainable development.

We may be over 760 years old but we are a forward-looking, dynamic school. There is pride and commitment amongst those who work here and we always look for high calibre professionals to join us. I hope that you might see yourself joining this happy and purposeful community.

Justin Hodges  
Director of Finance & Operations

Abingdon School, Park Road, Abingdon, Oxfordshire, OX14 1DE

Tel: +44 (0)1235 521563

Fax: +44 (0)1235 849079

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## SUPPORT STAFF BENEFITS

### **Annual Leave**

Full time staff benefit from 25 days paid annual leave (plus eight statutory bank holidays). The entitlement is pro rata for staff working part time all year round. Entitlement for staff working part year (term time only /term time plus) will be specified in the 'Hours of Work' section of the Job Description.

In most departments, there is a requirement that annual leave is taken during school holidays unless otherwise agreed with the relevant line manager.

### **Closure Days**

The School currently operates a Christmas Closure Policy which provides up to four guaranteed closure days which vary according to when the bank holidays fall.

### **Death in Service**

All support staff aged between 18 and 75 are members of the Abingdon Foundation Death in Service Scheme. This scheme is managed by Legal & General and in the event of death a benefit of three times annual salary will be paid.

### **Employee Assistance Programme**

The Abingdon Foundation provides staff with a range of benefits to support them in everyday life including an Employee Assistance Programme (EAP) and a Health Risk Assessment (HRA) tool.

### **Foundation Grant**

Qualifying permanent\* employees are eligible for a discount on tuition fees for their own children attending Abingdon School or Abingdon Prep in accordance with the School's "Foundation Grants Policy". Admission and entry to either School is subject to availability and satisfactory achievement in the admission requirements. If you consider that a Foundation Grant may be relevant we encourage you to request a copy of this policy.

### **Lunch**

When the School is open lunch is available free of charge during term time for staff who are working during the period when the dining hall is open.

### **Parking**

Free parking and bike storage for staff is available on site on a first come first served basis.

### **Pension**

The Abingdon Foundation runs a group personal pension scheme with Royal London into which new staff are automatically enrolled on their first day of employment. The contribution rates are 3% employee and 6% employer.

In addition to the School's auto-enrolment pension scheme there is an enhanced support staff pension scheme (money purchase) which staff can voluntarily join whereby the contribution rates are 6.4% employee and 14.1% employer. These rates may be varied from time to time as the Governors see fit.

### **Private Healthcare**

Permanent\* employees are eligible to benefit from free private health insurance (taxable as a benefit in kind).

## Sports Centre Membership

Members of staff have free access to the gym and swimming pool at agreed times. Staff are entitled to a discounted membership of Abingdon Sports and Leisure Club that allows them to attend exercise classes free of charge. Further details are available from the Sports Centre.

## Super Camps

Currently staff are entitled to a 25% discount on school holiday courses for children with Super Camps. Childcare vouchers can be used as payment. Further information is available from their website <https://www.supercamps.co.uk/>.

## Working from Home (WFH)

WFH may be permitted in accordance with the School's guidance:

- during term time, no more than 20% of staff contractual working hours would be at home (e.g. max 1 day WFH every 5 working days)
- outside term time, no more than 40% of staff contractual working hours would be at home (e.g. max 2 days WFH every 5 working days)

WFH is not a contractual arrangement and is dependent on the operational impact of the role.

\* *Permanent employees are considered to be staff working under a contract of employment of more than a year's duration.*





ABINGDON

## JOB DESCRIPTION

### HEAD COACH & ASSISTANT DIRECTOR OF ROWING

**Location:** Abingdon School Boathouse & Abingdon School  
**Department:** Sport  
**Reports to:** Director of Rowing

#### THE ROLE

The Head Coach and Assistant Director of Rowing will play a critical role in supporting the Director of Rowing. They will take charge of the training and development of the 1<sup>st</sup> VIII and Senior squad. They will hold a key role in coaching throughout the club and in supporting the Director of Rowing in maintaining the School's reputation as one of the country's best rowing schools, ensuring the delivery of high performance.

The postholder will have considerable experience of securing top level results and medals at Junior, or Club or Senior level.

Ideally the postholder will have a track record of consistently producing national medal performances, finals and wins at the main National events. Ideally, they should have experience of coaching crews through to the weekend at Henley Royal Regatta.

The postholder will also have experience of a range of performance environments, both Junior, Club, Under 23 and Senior and ideally will have had some experience of GB international programs, at junior U23 or Senior level.



#### THE DEPARTMENT



Abingdon School Boat Club is a large and successful school sports club. It has been in existence at Abingdon School for 183 years and has a history of outstanding performance. The Boat Club has a very strong and experienced coaching structure in place, which caters for the development of oarsmen in sculling, before progressing to sweep. The Director of Rowing has overall responsibility for the day-to-day running of the club as a school sport, the upkeep of the boathouse, management of financial matters, and is the voice of the Boat Club in all school contexts.

Pupils can row from the 3<sup>rd</sup> and 4<sup>th</sup> year in Lent and summer term. There are approximately 150 students in the Club. Training takes place both in the school Sports Centre and at the Boathouse, on Wilsham Road, about a mile from the School. In the 5<sup>th</sup> and 6<sup>th</sup> Form, where a degree of specialisation is deemed appropriate, a select squad of pupils train throughout the academic year. Students are expected to participate on Saturdays.

We have a number of aims for the Club, at different levels. The 3rd year (J14) is an introductory year where we try to give everybody a fair chance to improve and to see if they like it. We compete in a number of 'friendlies' against other schools and later on in the year we compete at a variety of regattas, including The National Schools' Championships. The next few years through J15 and J16, time is spent developing 1st and 2nd Vllls which will compete at external regattas and National Championships. The 1st Vlll always competes at Henley Royal Regatta and have an enviable record at this event, winning the prestigious Princess Elizabeth Cup in 2002, 2011, 2012 and 2013. In 2012 the School repeated the success of 2002 in winning the triple.

We try to accommodate all abilities and levels of commitment to foster enjoyment of a great team sport.



We have an excellent timber boathouse, initiated, driven (and indeed partially built!) by parental support in 2003. We hope to maintain, and build on, our reputation as one of the most successful school boat clubs in the UK. There is a very active parents/friends supporters club, and a Boathouse Manager, who has responsibility for the maintenance of the boats and the boathouse. The postholder will liaise closely with their line-manager, the Director of Rowing, to ensure that the aims and objectives of the School are met.

More information about the boat club can be found on our website via the following link: [Other-Half: Sports](#) and then selecting Boat Club (Rowing).



## **DUTIES & RESPONSIBILITIES**

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post. Duties will include, but not be limited to:

1. To take lead responsibility for the 1st VIII and Senior squad and for elevating the performance of the school 1st VIII.
2. To run the day to day programming training and performance of the 1st VIII and Senior rowers, devising, publishing and delivering an effective rowing and land program in consultation and agreement with the Director of Rowing and submitting regular performance updates to the Director of Rowing.
3. Liaise with the Director of Rowing on proposed regatta calendar for approval.
4. Recruit, engage and retain students with strong potential in the sport in the rowing program.
5. Establish a new system for recruiting and attracting students with strong rowing potential to the Club.
6. Make a significant contribution across the whole Boat Club in support of other coaches and year groups, playing a key role in setting the strategic technical and training direction of the club and performance development pathway in consultation with the Director of Rowing and playing an active role in coaching and running sessions for every age group of rowing at the school in support of the club and other coaches.
7. Take responsibility for the organisation, administration, planning and running of training camps, organising coaching and leading other coaches in the delivery of Holiday training, and annual training camps.
8. Take charge of the development of athletes for the GB Junior trials selection process. It will be expected that they will administer this system and coach students to the standard to attend GB trials system and gain selection regularly each year.
9. Work with the Director of Rowing to support the necessary administration of the club, including British Rowing registrations and affiliations, race entries, administering necessary information on school platforms/systems (e.g. SOCS, MyAbingdon and iSams systems) and supporting arrangements for trips and camps (e.g. bus and accommodation bookings etc).
10. Act as an ambassador for the School and the Boat Club to a variety of audiences, including students, staff, parents and the public/river users and uphold the reputation of the school, club and staff, in all communications.
11. Liaise with and report to the Boathouse Manager who has primary responsibility for the fabric and equipment associated with the Boat Club.
12. Assist with any day to day tasks at the boathouse which are central to the running of the club, including, where necessary, being available to carry out these tasks outside core coaching hours.
13. Assist in the transport and driving of boats to and from regattas, and assist with their loading and unloading.
14. Ensure compliance with the rules, codes and requirements of British Rowing.
15. Ensure compliance with relevant Health and Safety Guidelines and Policies and ensure risk assessments are undertaken and adhered to.
16. Undertake other reasonable duties as requested by the Director of Rowing when required.



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## PERSON SPECIFIC CRITERIA

### Essential Qualities & Experience

- A proven and consistent track record of high performance at both National and, ideally, International level.
- Experience to operate professionally and safely within a rowing environment.
- Experience of a range of performance environments. Junior, U23 and club and may have consistent experience of having coached in a championship environment at international level.
- The ability and previous experience to plan for all aspects of rowing training and deliver a high performance training program, which is capable of maximising the performance of the 1<sup>st</sup> VIII each year at the target events of National Schools and Henley Royal Regatta.
- The ability and experience to devise, deliver and monitor a comprehensive program for performance in rowing.
- Excellent understanding of the principles and practice of coaching rowing and coaching physiological training with the practical experience to back that up.
- The experience to act as a trusted coaching mentor to both boathouse staff and academic staff involved in rowing.
- The ability to work well in a team, with a flexible approach and able to adapt to Abingdon's coaching ethos.
- The ability to work as part of a team and receive feedback and action in a constructive way.
- An understanding of how a commitment to excellence at 1<sup>st</sup> VIII level needs to be balanced with the development and demands on the students at school. An understanding of the place of rowing within the context of an academic school.
- An understanding of how a commitment to excellence at the senior end needs to be balanced with the development at the early stages of rowing training.
- Strong written and verbal communication skills and excellent organisational abilities.
- The ability to work to deadlines and prioritise key tasks when asked to perform duties.
- Strong interpersonal skills with the ability to inspire and work well with both pupils and colleagues alike.
- Demonstrable determination to get the best out of every pupil.
- Displays commitment to the protection and safeguarding of children and young people.
- Values and respects the views and needs of children and young people.

## **Desirable Qualities & Experience**

- Ideally the postholder will have considerable experience of securing top level results medals and wins at either Junior, Club or Senior level, having consistently produced national medal performances, finals and wins at the main National events. Ideally they should have experience of coaching crews through to the weekend at Henley Royal Regatta.
- Experience of consistently producing and working with international athletes, at, and possibly beyond, Junior level, and able to coach athletes to this level each year.
- Experience in leading, managing and supporting a coaching team cohesively and with common goals to achieve success.
- Previous experience of implementing and leading a performing program. Ideally the postholder will have experience of programming, organising, coaching their own high level program independently
- Possess the appropriate driving licence for towing and have experience of towing (a D1 or B + E category on the licence).
- Possess a weightlifting or strength and conditioning qualification.
- Possess an RYA level 2 Powerboat qualification for Launch driving.

## **HEALTH & SAFETY AT WORK**

All staff share responsibility for achieving safe working conditions. The postholder must take care of their own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.

The postholder has a responsibility under health and safety legislation to ensure that they:

- Cooperate on all matters related to health and safety including the investigation of any incident.
- Use any equipment or personal protective equipment (PPE) provided for them correctly, in accordance with training and instructions. Any equipment fault or damage must immediately be reported to the line manager. No member of staff should attempt to repair equipment unless trained to do so.
- Report any health and safety concerns to the line manager as soon as practicable.
- Report any accidents and injuries at work however minor.
- Familiarise themselves with the fire safety instructions which are displayed on notice boards and near fire exits in the workplace.

All staff are required to confirm that they have read and understood the Foundation's Health and Safety Policy.

## **TRAINING REQUIREMENTS**

The following mandatory training will be provided:

- Health & Safety Induction
- Cyber Security Training
- Emergency First Aid at Work
- Equality, Diversity and Inclusion
- Fire Extinguisher
- Fire Marshal
- Fire Panel
- Working at Height
- Lone Working
- Manual Handling
- MiDAS
- Prevent
- Risk Assessment
- Safeguarding Training (Triennial)

## **HOURS OF WORK**

This is a full-time role based on an annualised hours contract working 2085.6 hours per annum throughout the year. Hours will need to be worked flexibly to cover the peaks and troughs of the rowing calendar and will include work on Saturdays and occasional Sundays as required. Whilst it is expected that the majority of the hours will be worked during school term time, this is a full time post and there will be a significant commitment out of term time, as agreed with the Director of Rowing, to cover competitions, pre-season training, camps and other events. The School traditionally runs holiday training and training camps in February, April and sometimes October. These are key opportunities to develop racing skills and firm up crews ahead of the summer racing calendar. It is expected that this will comprise a minimum commitment of circa 7 weeks out of term time.

## **SALARY**

The salary range for this role is **£40,405 - £44,391 per annum** depending on skills and experience.

## **NOTICE PERIOD**

After successful completion of a sixth month probationary period, the notice period for this role is two months.

## **NOTES**

This post is being advertised owing to a club restructure and a change in the School's focus and emphasis on sport, whereby Rowing is one of the core focus sports in which the School aspires to attain a high level of National Performance.

Candidates interested in the post can contact the Director of Rowing, Mark Earnshaw at [mark.earnshaw@abingdon.org.uk](mailto:mark.earnshaw@abingdon.org.uk), in order to initiate an informal discussion.

The start date for this role is 1 September 2023.

Due to safeguarding reasons we are unable to accept CVs, a standard application must be completed.

Early applications are encouraged and we may appoint before the closing date.

## HOW TO APPLY

If you would like to apply for this position you will need to register and apply on our recruitment portal via the following link: [Recruitment Portal](#)

### Completing your application

- Please read all the information provided before completing your application.
- Please note that prior to submission of your application you may be required to upload a covering letter which provides you with an opportunity to introduce yourself and explain your motivation for the role. This can be especially important if your circumstances are such that a significant pay change, career change or relocation is involved. The notes section of the Job Profile document will confirm whether a covering letter is required for the role.
- Please do not send testimonials, certificates or examples of work etc., unless specifically requested in the Job Pack.

### References

All offers of employment within the Foundation are subject to the receipt of a minimum of two satisfactory references. One of the references must be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children. **If you are or have been employed within a school, then one reference must be from the Head of your current school, or the last school at which you worked.** Neither referee should be a relative or someone known to you solely as a friend.

Shortlisted applicants for support posts are advised that references **will** be taken up prior to interview unless you ask us not to. We will assume it is acceptable to contact your references at any time unless advised otherwise.

### Online Searches

In line with the updated KCSIE 2022, we will carry out an online search for all shortlisted candidates. Any relevant incidents or issues involving candidates that are publicly available online (including information contained in social media accounts) and identified during the search may be explored at interview. The purpose of carrying out online checks is to comply with the KCSIE recommendation that Schools review information to assist any decision as to the candidate's suitability to work with children and young people. Abingdon Foundation is an Equal Opportunities Employer and seeks at all times to ensure that its processes do not unlawfully discriminate against any prospective employee.

### Interview Process

If you are invited for interview your visit will involve a brief session with our Human Resources Department, in order to undertake a number of checks we are required to carry out by the Department for Education (DfE).

These checks include the requirement for a satisfactory criminal records check at enhanced level through the Disclosure and Barring Service (DBS). A list of valid identity documents will be sent to you in advance of your interview.

In addition, we require evidence of the following:

**Identity** – passport or photocard driving licence

**Address** – document from Group 2b of the DBS List of Valid Identity Documents with current address

**Right to Work in the UK** – passport or full birth certificate

**Qualifications** - original documents confirming any educational and professional qualifications you refer to in your application

**Overseas Checks** – if you have worked or been resident overseas for three months or more in the previous ten years please bring original copies of any overseas police checks that have already been completed

If you have changed your name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) you will be required to provide documentary evidence of the change.

During your visit with our Human Resources Department, if you have not done so already, you will be required to sign your application form in order to declare that the information you have given is accurate and true.

In the event that you are unsuccessful please be assured that photocopies of documents taken will be destroyed.

Interviews are conducted in person and will explore your suitability to work with children. On occasion, applicants will be invited to participate in a preliminary online video interview.

As well as a face to face interview, if relevant to the role, the selection process may include some other form of assessment e.g. administrative test, demonstration of practical skill, a presentation etc.

## Conditional Offer of Appointment

Any offer to a successful candidate will be conditional upon the following:

- verification of identity;
- verification of qualifications and professional status;
- a satisfactory criminal records check at enhanced level through the Disclosure and Barring Service (DBS);
- a check against the Barred List;
- a Prohibition from Teaching check (if applicable);
- a Prohibition from Management check (if applicable);
- where the successful candidate has worked or been resident overseas for three months or more in the previous ten years, such checks and confirmations as the School may require in accordance with statutory guidance;
- verification of the right to work in the UK;
- receipt of at least two satisfactory references;
- a check for gaps in your employment history;
- verification of medical fitness - completion of a medical declaration and satisfactory medical examination in certain circumstances;
- satisfactory completion of the probationary period.

## Safeguarding

All adults working at Abingdon should be aware of their responsibility to safeguard and promote the welfare of every pupil, both physical and emotional, inside and outside school. This involves ensuring that pupils are protected from significant physical or emotional harm and that there is a positive commitment to ensure the satisfactory development and growth of the individual. Everyone working at Abingdon should be aware of and, when necessary, follow the school's Safeguarding Guidelines, which are in line with [Keeping Children Safe in Education 2022](#), [Prevent 2015](#), [Working Together 2018](#) and the Department of Education's (DfE) and Oxfordshire Safeguarding Children Board's (OSCB) practice and procedures (these are available online at <http://www.oscb.org.uk> and also refer to <http://schools.oxfordshire.gov.uk/cms/content/safeguarding>).

All new members of staff, including volunteers, agency workers and contractors are provided with the following documents and required to sign a declaration to confirm that they have read and understood them before they start work and at regular intervals thereafter:

- Keeping Children Safe in Education September 2022 (Part One) and Annex
- Safeguarding Policy
- Staff Behaviour Policy
- ICT (Staff) Policy
- Health and Safety Policy
- Data Protection Policy
- Equal Opportunities Policy

These documents include all the relevant information about safeguarding, KCSIE, codes of conduct, missing children policy and whistleblowing policy.

In addition, individuals appointed to work in an Early Years Foundation Stage (EYFS) setting are required to complete a 'Staff Disqualification Declaration' before they start work and on an annual basis.

## Warning

Candidates should be aware that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children. Provision of false information is also an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or DBS, and/or the Teaching Regulation Agency (TRA).

## Queries

If you have any queries at all about the recruitment process please contact the Foundation's HR Department on 01235 849136

We recognise the value of a diverse and inclusive workplace and are committed to equality of opportunity for all staff and job applicants. We aim to ensure that our staffing at all levels and in all roles is diverse and we welcome applications from all backgrounds and all sections of the community.