

POST TITLE

Rowing Coach (Part-Time)

RESPONSIBLE TO

Head of Rowing (HOR)

MAIN PURPOSE OF JOB

To assist with the running of a squad of girl rowers to compete at national standard, and assist the Head of Rowing with administrative duties as required.

SAFEGUARDING STATEMENT

All staff working in the School will have some contact with children and will therefore be in regulated activity. Staff with teaching duties will be responsible for the pupils that they teach and may also have additional specific pastoral or other responsibilities for other pupils they do not teach. In addition, all staff will regularly interact with pupils who may seek assistance or otherwise interact with them whilst moving around the School. In all cases, the post holder's responsibility for promoting and safeguarding the welfare of the pupils is to adhere to and ensure compliance with the School's safeguarding policies and procedures at all times.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Lady Eleanor Holles 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).

LEH

LADY ELEANOR HOLLES





LEH

LADY ELEANOR HOLLES



Lady Eleanor Holles was founded in 1710, originally situated in Cripplegate. Now located in Hampton, the current premises were purpose built in the mid-1930s, set in 24 acres of grounds. LEH is one of the oldest and most distinguished girls' schools in the UK. It offers bright girls aged 7 to 18 a well-rounded and challenging education in a happy, purposeful environment, preparing them well for higher education and their future lives.



MAIN DUTIES AND RESPONSIBILITIES:

- To coach highly committed rowers to a national standard.
- To track and monitor the progress and development of rowers.
- Follow a technical model and training structure as set out by the HOR.
- To have a sound knowledge of LEH rowing and sculling techniques.
- To have a sound knowledge of the principles of boat rigging (extra training can be provided).
- Prepare crews for national events including Schools Head and National Schools Regatta.
- Follow all LEHBC policies as set out by the HOR.
- Be prepared to assist with land training sessions.
- Be confident organising equipment for training and racing.
- A requirement to work most Saturdays and Sundays during term time and during holidays on training camps.
- To attend Easter training camps as directed by the HOR.
- To take a proactive role in ensuring rowing equipment is packed up at the end of each session, stored correctly and any repairs reported to the boathouse manager.
- Attend coaches' meetings throughout the season.
- To provide support to pupils and feedback on pupils' conduct as required.
- Ensure attendance procedures are followed and registers accurately recorded.
- 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
- Any other reasonable duties as required by the HOR.

ADMINISTRATION

- Assist the HOR and other coaching staff with the administration of trips and tours.
- Assist all coaching staff with Risk Assessments and minibus bookings.

SPECIFIC DUTIES

- To work the training hours as determined by the HOR, and be available at other times, as
- Required.
- To register girls each session.
- To assist with race entries.
- To assist with boat rigging.
- To attend rowing camps and training weekends.
- To assist in capsizing drill training at the start of each new academic year, or at desired times throughout the year.

GENERAL DUTIES

- To be contactable at all times (except when on official holiday) by telephone.
- To undertake such other tasks relevant to the work or needs of the School as these needs arise and as may be reasonable requested.

SAFEGUARDING

- To adhere to school policy on safeguarding and updating training as required.
- To ensure the safeguarding and well-being of children and young people at the school in accordance with school policies.

Person Specification

Key Skills, Knowledge, Experience	Essential	Desirable	Assessment Method Application Form/ Interview/ Reference
Experience of rowing and/or coaching	✓		
Highly motivated, enthusiastic and dedicated to ensuring the best outcome for the crew.	✓		
Personable, confident, self-motivated and able to demonstrate excellent written and verbal communication skills.	✓		
A specialist Sports and/or relevant British Rowing coaching qualification and ideally an RYA Powerboat Qualification would be an advantage.		✓	
Experience of working with children or young people		✓	
First Aid Certificate	✓		AF
Good watermanship skills	✓		AF / I / R
Navigational skills	✓		AF / I / R
A sound knowledge of the sport and a sporting background of relevance	✓		AF / I / R
Good organisational skills	✓		AF / I / R
Hold a clean Drivers Licence and be able to drive school vehicles (training can be provided)		✓	AF/I
Able to deal politely and effectively with staff, pupils, parents and the general public	✓		
Excellent organisational skills and be flexible and adaptable in order to meet ever-changing needs and priorities.	✓		
Rigging knowledge		✓	AF
Basic boat maintenance skills		✓	AF
A commitment to the Safeguarding and wellbeing of pupils.	✓		AF





MAIN TERMS OF APPOINTMENT

Hours of Appointment

This is a part-time, permanent post (0.8 FTE). The working hours are 30 per week, to be worked across a 7-day working pattern (including evenings).

Notice Period

During the 6-month probationary period, the period of notice will be two weeks on either party. After a successful completion of the probationary period, the notice will be 2 months or the statutory minimum, whichever is greater.

Salary

The pro rata salary for this role will be £25,970 (0.8 FTE) per annum, based on a full-time equivalent salary of £32,462.

Holiday Entitlement

The holiday entitlement is 20 paid working days per year (to be taken in the month of August), plus the 8 bank holidays

Pension

Non-teaching staff may join The Lady Eleanor Holles School's Stakeholder Pension Scheme. This is a defined contribution pension scheme; provided the employee contributes 6% of gross salary, the employer will contribute a further 10%.

Other Benefits

- Membership of LEH Group Pension Scheme (with life assurance) for non-teaching staff
- Free lunches, tea and coffee
- Health cash plan
- Generous occupational sick pay scheme
- Occupational Health Service
- Learning and development opportunities, including financial support for postgraduate study
- Cycle to work scheme
- Free car parking on site
- Library facilities open to all
- Use of 25-metre swimming pool at specified times
- Use of School sports facilities when available
- Staff receive free or reduced price tickets to attend the excellent school drama and music productions
- School fee reductions for LEH; the school also has an arrangement for fee reduction at Hampton School for boys.
- The school offers a rent or mortgage allowance subsidy for new permanent teaching/non-teaching staff who are at the start of their careers or relocate to the area in order to take up the post.

Statutory Checks

An offer of employment is conditional on the following:

- Sight of your passport and verification of Right to Work in the UK
- Sight of two other forms of I.D. e.g. driving licence with paper counterpart, recent utility bill/bank statement showing home address (and dated within 3 months)
- Sight of the original of your marriage certificate (if applicable)
- Sight of the originals of your relevant qualifications
- A check of the Barred List/List 99 check
- A satisfactory enhanced DBS criminal record check
- Satisfactory completion of a Medical Questionnaire
- Check of employment history (including satisfactory explanations for any gaps)
- Satisfactory replies from your nominated referees.
- Overseas checks (where applicable)





An application pack is available from the School's website by [clicking here](#). Applications must be made on the School's own form and should be sent to personnel@lehs.org.uk

CVs will not be considered and should not be submitted.

The Lady Eleanor Holles School
Hanworth Road, Hampton, TW12 3HF
Tel: 020 8979 1601 personnel@lehs.org.uk
Registered charity no. 1130254

Lady Eleanor Holles 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).

LEH

LADY ELEANOR HOLLES

Hanworth Road, Hampton, TW12 3HF

t: 020 8979 1601

e: office@lehs.org.uk

www.lehs.org.uk