

OUR VALUES

We enrich through a broad and varied curriculum

Job Description

Job Title	Assistant Head of Rowing
Line Manager	Head of Rowing
Department	Rowing - Sport

Job Summary

Work in conjunction with the Head of Rowing to plan, lead and deliver the rowing programme to all year groups from Year 7 through to Year 13.

Main Responsibilities

Coaching:

- Support and deliver effective rowing training sessions both on and off the water.
- To coach beginners to advanced rowers.
- Write training programmes to support both water and land-based training.
- Lead and manage the session coaches when required.
- Conduct the full water safety checks prior to any outings at both training sessions and when attending events on other reaches of water.
- Assist with the recording of student's progress throughout the season.
- Set achievable and measurable targets for pupils to work towards in achieving medal winning times at events.
- Promote and encourage students' enthusiasm and interest in the sport.
- Attend all regattas and head races and be able to load and transport equipment.
- Bring to the attention of the Head of Rowing any incidents or near miss occurrences to enable correct reporting in line with school policy
- Report directly through British Rowing (BR) any incidents or near miss occurrences.
- Provide, promote and deliver rowing holiday camps which may include overseas camps.
- Provide support to the PE department, as required.

Pastoral and Wellbeing:

- To be sensitive to the needs of all students.
- Promote positive values, attitudes, and good behaviour of students.
- Promote positive professional relationships with the Sports Department team.

Continuing Professional Development:

- Reappraising professional performance, keep up to date with regulations and best practice.
- Be committed to improving own practice through appropriate training and development.
- Engage actively in the performance review process.

General:

- Administering first aid, when required, and maintaining appropriate records of first aid.
- Maintain good order and behaviour among students and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- Support the Head of Rowing with administrative duties, including submitting race entries on time within the BR entry portal.
- Take responsibility for the safe upkeep of equipment during the sessions, monitoring the condition of equipment and reporting concerns regarding malfunctions or damage to the Head of Rowing in accordance with the Weybridge Ladies Amateur Rowing Club (WLARC) boat quarantine policy.
- Repair any minor damage or malfunctions as soon as possible.
- Drive a minibus (in accordance with own Driving Licence categories) if required.
- Actively promote and model good practice in equality, diversity, and inclusion, and to support and uphold fundamental British values.

Policies & Compliance:

- Ensure that the BR Row Safe is adhered to by all staff and students.
- Ensure that Tormead's use of WLARC's boathouse is a safe and healthy environment and adheres to the school's contract of use.
- To adhere to all School policies, procedures, and risk assessments, including safeguarding, child protection, health and safety and Water Safety Policy.

This job description is not intended to be all embracing and the post holder shall be required to carry out other duties as necessary and required, commensurate with training and experience.

Safeguarding Children

The postholder is responsible for promoting and safeguarding the welfare of children and young persons with whom they come into contact, and to adhere to and ensure compliance with Tormead's Safeguarding Policy at all times. If, in the course of carrying out their duties, the postholder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to one of the school's Designated Safeguarding Leads in accordance with Tormead's policies and procedures.

Key Relationships

Internal: Head of Rowing, colleagues, students, and parents

External: WLARC club members

Person Specification – Assistant Head of Rowing		
	Essential Criteria	Desirable Criteria
Qualifications & Training	<ul style="list-style-type: none"> • Level 2 qualified Rowing coach • Evidence of continuing and relevant professional development 	<ul style="list-style-type: none"> • Minibus Driver (D1) • RYA Level II Launch driving • Degree in sports-based subject • Appropriate first aid qualifications
Experience	<ul style="list-style-type: none"> • Competent participant in sculling or rowing • Experience of teaching and advising on technique at all junior levels • Good understanding of rowing technique and physiology • Experience and understanding of fitness training and compiling appropriate training programmes • Experience of assembling successful crews • Experience of boat rigging and ability to set up optimally the rig of any type of boat 	<ul style="list-style-type: none"> • Proven coaching experience of juniors • Working knowledge of Strength & Conditioning for rowers
Knowledge & Understanding	<ul style="list-style-type: none"> • A working knowledge of the Water Safety Code • A good knowledge of managing and maintaining a boathouse and equipment to a good standard • Up-to-date knowledge of, and commitment to, safeguarding • Knowledge and understanding of data protection and a commitment to maintaining confidentiality 	<ul style="list-style-type: none"> • Knowledge and understanding of and a commitment to equal opportunities and health and safety • An understanding of the independent school sector
Skills & Abilities	<ul style="list-style-type: none"> • Ability to use a range of teaching strategies to meet the needs of all students • Ability to write training programmes to support both water and land-based training • Ability to inspire, motivate and support students • Sound behaviour management skills and discipline • Excellent communication and interpersonal skills, able to work effectively and harmoniously with others (including students, colleagues, and parents) • Ability to solve problems, make sound judgements and take decisions 	<ul style="list-style-type: none"> • Dedication to promoting rowing within the School and marketing within and outside school • Excellent record keeping and reporting • Inquisitive, collaborative and thorough

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