



## **OPERATIONAL STAFF**

### **JOB DESCRIPTION & PERSON SPECIFICATION**

**Job Title:** Year Group Lead and Head of Rowing JAGS

**Reporting To:** Head of Rowing

#### **A. JOB DESCRIPTION**

**Job Purpose:**

Promote enjoyment of the sport of Rowing and respect for the laws and rules of the sport with particular attention to the British Rowing Rules of Racing and the British Rowing Water Safety Code.

**Core Duties:**

- Take Lead Coach responsibility for a year group or groups; developing individual and crew skills.
- Ensure the safeguarding needs of the boys and students from external school programmes are met.
- Prepare and implement training plans for your group or groups in consultation with the Head of Rowing.
- Organise and implement land and water sessions for your group or groups, ensuring that attendance is accurately registered and communicated.
- Ensure in partnership with the Head of Rowing and other rowing coaches that information held on College systems such as ISAMS, Teams and SOCS relating to your group or groups is relevant and maintained as up-to-date.
- Monitor training and produce reports on individual progress at regular intervals.
- Prepare individual yearly reports for your group or groups.
- Select crews from your group or groups for competition, in consultation with the Head of Rowing.
- Attend Heads, Regattas and Training Camps where appropriate.
- Look after your crews whether training or in competition, ensuring the welfare of the pupils at all times.
- Ensure that boys comply with College expectations of behaviour and dress.
- Responsibility alongside the Head of Rowing for the coordination and development of partner programmes such as JAGS or Sydenham High School.
- Managing the training and coaching of a partner programme; ensuring alongside the Head of Rowing that all sessions are appropriately staffed and of the highest quality.
- Comply with the procedure for reporting serious injuries; and the procedure for reporting incidents as laid down by British Rowing.
- Assist the Boathouse Manager with the repair and maintenance of rowing equipment and other Boat Club related work.
- Other occasional duties as may from time to time be required by the Head of Rowing; the Physical Education Department or Dulwich College.

**Additional Duties:**

- Ensure that all relevant information is communicated to the Head of Rowing; fellow coaches and relevant persons for the communication of results.
- Assist with training of other groups as required.
- Assist with transport of boys to and from the Boathouse and other rowing venues.
- Assist with transport of equipment and boats to and from rowing venues.
- Attend coaching courses and other presentations in line with the principles of continuous professional development.
- Assist when required in the delivery of Games and PE at Dulwich College.

**B. PERSON SPECIFICATION****Preferred Qualifications and Experience**

- British Rowing coaching award, preferably to UKCC level 2 or equivalent.
- RYA level 2 powerboat license, or equivalent qualification.
- Minimum of two years coaching at a junior level.
- Full clean Driving License, preferably with the ability to drive minibus and/or boat trailers.

**Personal Competences and Qualities**

- A flexible approach in terms of work, changes and participation.
- Enthusiasm for sport and a desire to succeed in competition.
- Excellent networking and inter-personal skills.
- Motivated, hardworking and enthusiastic.
- Mature, responsible and able to think and react quickly in an emergency.
- Ability to work unsupervised; independently and as part of a team.

**Preferred Technical Skills (including computer packages, if applicable)**

- Competent use of standard computer packages to include Word, Excel and Outlook

### C. OUTLINE TERMS AND CONDITIONS

**Salary Scale:** Pro rata £30,000 circa dependant on qualifications and experience.

**Working Year/Hours:** Circa 38hrs/week to include early mornings, afternoons and full days on Saturdays during term time. Evening and weekend work throughout the year may be required to cover rowing events and training camps.

**No. of Days Holiday:** 20 days holiday per annum in addition to bank holidays.

**Benefits:** Subsidised accommodation may be offered subject to availability and suitability.  
Defined contribution pension scheme.  
A free meal is available at lunchtime in the College dining hall on weekdays.  
Membership of the Dulwich College Sports Club.

**References:** The appointment is subject to receipt of references satisfactory to the College.

**Police Clearance:** The appointment is subject to police clearance as required by law for the protection of children and to compliance with proof of identity and addresses over the last five years in accordance with the stipulations laid down by the Disclosure & Barring Service.

**Probationary Period:** The first two academic terms will be a probationary period, during which the employment can be terminated with one week's notice. In the case of illness during the probationary period, statutory sick pay only will be applicable.

**Period of Employment (if applicable):** Permanent subject to the successful completion of the probationary period (above).

**Interview Date:** Interviews shall take place w/b 13 November 2023

**Start Date:** January 2024

For more information on the role, please contact Head of Rowing Tristan Mayglothing via email [mayglothingt@dulwich.org.uk](mailto:mayglothingt@dulwich.org.uk)