



HEAD OF ROWING
Required for September 2018
Closing date Friday 16th February 2018 – @ 12pm
Interviews upon invitation

Monkton Senior School requires a member of staff to lead the development and day to day organisation of its Boat Club. The School recognises that the recruitment of the right person is critical to the success of this role, and so it is anticipated that the final job description, and the remuneration, will depend on the skills and experience of the successful candidate.

It is anticipated, nevertheless, that the successful candidate will have a proven track record in the coaching, development, organisation and preparation of young people for rowing competition. There is potential for this role to be combined with other duties within the school. Please see the job details for a more detailed description of the duties anticipated.

Monkton Combe School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and Disclosure and Barring Service.

Applicants should write to the Principal, completing the standard application form, highlighting their suitability for the role and providing the details of their qualifications and experience. They should also supply the names and addresses and, if possible, the telephone numbers of two referees.

PA to the Principal
Monkton Combe School
Monkton Combe
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01225 721111



About the department

The Boat Club has grown both in participation and in success in recent years. Many pupils row in the Lent and Summer terms, and a small number in the Michaelmas term. Over the past five years a Boat Club appeal was launched with the aim of refurbishing the existing boathouse near the school, and building, in association with Avon County Rowing Club, and University of Bristol Boat Club, a new boathouse at Saltford, approximately 20-25 minutes' drive from the school, where the river is more suited to the training of more experienced crews. The school is eager that the boat club should continue to develop and flourish, serving the needs of all its members, which usually represent a whole spectrum of talents. In recent years some of them have been inspired to compete with distinction at the very highest level, while others have continued to be involved in rowing, either as athletes or in leadership roles [long] after leaving school. (Three Old Monktonians have won Olympic Medals for rowing since 2000).

Pupils in Years 10-13 are attributed to sports options for two midweek afternoons each week. Saturday afternoons are used for matches for most sports, with the formal programme of lessons and Chapel ending at 12.20. This gives the opportunity for some crews to train on Saturday afternoon, while still finishing at the same time as those competing in matches in other sports. Year 9 are scheduled as part of a carousel of activities on rotation as well as a Friday afternoon activities slot from 3.30pm; this gives the coaches of the top teams/crews across the whole school an opportunity to be engaged in technical coaching with some of our youngest pupils.

There is an annual training camp which has recently been held in Hazewinkel in Belgium, but also previously in Nantes, for years 11-13 over the Easter holidays.

It is perceived that the incoming Head of Rowing will be assisted by a full time boatman/coach, two graduate teaching assistants, whose sporting commitment is dedicated to the Boat Club, several committed and enthusiastic teaching members of staff, who are among the less experienced coaches, and some very experienced and skilled volunteers.



Job Description – Head of Rowing

1. “Head of Rowing” – responsible for:

- a) Co-ordination of the exercising of responsibility by school-employed coaches, volunteers and senior pupils, creation of sense of value for all these stakeholders, and establishing a culture of safety and care;
- b) Management of the club 'ethos', ensuring that it:
 - i) works in harmony with the rest of the school, and encourages its members to enjoy their rowing at levels appropriate to their talents and wishes;
 - ii) educates pupils who represent the school to present themselves, and their crews, with standards of competition and conduct so as to enhance the reputation of the school;
- c) Representation of Boat Club interests in the wider life of the school, with appropriate recognition of other school activities, and collaboration with those responsible for them, seeking the best for the school as a whole as well as for each individual pupil;
- d) Organising or assisting with taster days for young children, occasional events for local schools (e.g. ergo competitions) and events on the water (e.g. Bluefriars Head Race);
- e) Representation of the Boat Club in an ambassadorial context – the Kitchin Society, with donors, parents, governors, Bluefriars, local rowing clubs, British Rowing;
- f) Directly line manage all coaches, boatmen and work alongside the Director of Sport regarding staffing decisions.
- g) Risk assessments, both on paper and in actuality, including assessment of conditions and capability, determining when a day should be ‘red-flagged’ for crews on the water;

2. “Head Coach” – responsible for:

- a) Drawing up and communicating a coaching plan which ensures technical consistency between those rowing at different age groups, including the transition from good to excellent, and the extension of the very best to National trials;
- b) Development of the other coaching staff to fulfil the plan in 2a above;
- c) Specifying the rigging and technical specifications for the boats to fulfil 2a above;
- d) Quality assurance of coaching, including that of volunteers;
- e) Full co-operation and support of the person responsible for item 1, if this person is not the same.
- f) Being the lead coach for at least one crew or squad; also spending time coaching other groups. Drawing up, and implementing, arrangements for lead coaches of other crews to swap responsibilities infrequently but in a planned and constructive manner;
- g) Having overall control of land training;
- h) Organising and leading training camps and crews to represent the school at regattas, some of which take place in half term breaks or in the holidays;

- i) organising or assisting with taster days for young children, occasional events for local schools (e.g. ergo competitions) and events on the water (e.g. Bluefriars Head Race);
- j) Driving 17 seater minibus/trailer as required;
- k) Preparation of suitable candidates for national selection.

3. “Additional Duties” - responsible for:

- a) Maintaining the equipment as fit for purpose.
- b) Coach groups of pupils appropriate to coaching skills, experience and qualifications.
- c) Controlling Boat Workshop expenditure within the budget allocation agreed with the Director of Sport and Bursar.
- d) The maintenance, secure storage and general oversight of all boats, oars, launches, engines and other Boat Club equipment in both the Boathouse and Boat Workshop.
- e) Carrying out repairs to boats, oars etc using the Boat Workshop facility and observing safe working practices.
- f) Ensuring that transportation and boat trailers are kept in a worthy condition.
- g) Preparing and making available boats, oars, launches etc for outings on the Avon and also for transportation to Salford, regattas etc as required and checking their safe return thereafter.
- h) Selecting coaching staff and crews, where required, to regattas and external rowing events and providing them with appropriate technical/mechanical support. This may require overnight stays.
- i) Advising coaching staff on river safety as per ARA guidelines and keeping the Director of Sport of any serious or continuous breaches thereof.
- j) Ensuring that the Boathouses and surrounds, including the steps, are kept tidy and in good order so as to be safe for carrying of boats and equipment.
- k) Liaising with the Director of Sport and/or the Bursar as necessary on repair/maintenance of buildings, steps, rowing tank and pontoons.
- l) Keeping the First Aid Box in the Boat Workshop and Boathouse stocked in accordance with the guidance thereon.
- m) The post holder will be expected to liaise with the Director of Sport and the Boatmen/Coaches to ensure that adequate cover is provided at all times.

4. Working alongside the Assistant to the Head of Rowing to ensure

- a) Making entries for regattas, transport arrangements, and all other administration;
- b) Ensuring recharges and budget keeping for the Boat Club is accurate and represents good stewardship;
- c) Management of boat club database and registration of members with British rowing;
- d) Collating and submitting data to British Rowing as required;
- e) Communications with parents, including training programmes, competitions, opportunities to support the Boat Club, training camps etc.



General Job Description for all members of the staff engaged with teaching and coaching (for information)

All academic staff will be required to take on **specific responsibilities** and **general responsibilities** relating to the life and work of the school. Supplementary job specifications exist for those taking on specific additional responsibility.

1.0 Specific Responsibilities

The subject teacher is responsible to the Director of Sport for playing a part in the work of the department and for the efficient coaching of groups assigned to him/her. Particular responsibilities include the following:

1.1 Departmental policy, administration and resources

- a) Be conversant with departmental aims and objectives, schemes of work, external syllabuses, and assessment & reporting policies, as provided by the Director of Sport.
- b) Share as required in departmental administration and policy-making.
- c) Manage efficiently, and take good care of, departmental resources entrusted to the subject teacher's care, reporting any losses or damage to the Director of Sport.

1.2 Teaching, assessment and reporting

- a) Plan and coach sessions in keeping with a departmental scheme of work and external specifications, giving due consideration to the needs of individual pupils.
- b) Monitor pupils' progress by regular assessment and testing, keeping a record of marks and assessments. Methods of assessment must be in accordance with departmental policy, and with the requirements of external agencies where appropriate.
- c) Provide parents, house staff and senior management with full information on the progress of pupils, as required. Write reports and assessments in keeping with the school's assessment system, and attend parents' meetings.
- d) Promote sound standards of punctuality, discipline and work within teaching groups, taking appropriate action against offenders and referring difficult cases to the Director of Sport and to Deputy Head (Academic) as appropriate.

1.3 Departmental meetings & professional development

- a) Attend departmental meetings, making an appropriate contribution.
- b) Attempt to maintain a close awareness of developments nationally within the subject discipline, by participating in departmental initiatives and by personal initiative.
- c) Participate as required in the school's appraisal system.

- d) Engage in personal professional development by attending relevant courses and meetings as agreed with the Director of Sport.

2. General Responsibilities

- a) Maintain good order and discipline among pupils and safeguard their health and safety both on the school campus and on organised events outside school.
- b) Supervise, as required, groups of pupils engaged in private study, and the classes of absent staff.
- c) Attend, and participate in as required, general school functions, meetings, Chapel & Church Services, cultural and social events, including those held out of school hours during term time.
- d) Carry out, in an efficient manner, a share of routine duties in accordance with published Rota's.
- e) During games sessions, participate in the efficient organisation and coaching of games or an approved alternative activity, unless exempted by the Principal.
- f) Share in the efficient running of extra-curricular activities, as agreed with the Principal.
- g) Assist in the promotion of the school's reputation, and in marketing activities as required.
- h) Carry out any additional task reasonably required by the Principal.

INTERVIEWS

The interview process will work as follows:

Short listed candidates for interview will normally be invited for interview within 48 hours of the closing date for applications, and interviews held within 10 days of this date.

At interview, candidates will be shown around the School, asked to teach a lesson or part thereof, and meet formally with key staff, which may include but is not limited to:

- a) The Principal;
- b) A Deputy Head and an Assistant Head, who will discuss extra-curricular and pastoral contributions the applicant might make to the School;
- c) The Director of Sport, subject specific interview.

REFERENCES

References will normally be taken up before interviews are held, and any candidates who would prefer this not to take place should contact the Principal's PA. In this case, an appointment may be made subject to satisfactory references.

Open references will not be accepted and applicants should be aware that the School telephones referees to verify letters received.

One reference must be from an applicant's most recent employer, and another from their most recent school employer, where these are not one and the same.

QUALIFICATIONS

Schools are required to verify all qualifications which applicants have. To this effect, interviewees are requested to bring original relevant certificates to interview, this includes degree (where available) and all role relevant certificates, such as coaching qualifications. These will be copied and return to interviewees during their visit. In addition, photographic ID should be brought to interview for the same purpose, this should be your passport or driving license card.



HEAD OF ROWING

Child Protection (Safeguarding) and Staff Code of Conduct and Behaviour Policy, including EYFS

Monkton takes safeguarding very seriously. To this end, all appointments are made subject to satisfactory DBS clearance. The interview will include questions about safeguarding children. Monkton's Child Protection (Safeguarding) Policy includes the following information:

The framework provided is an ordered, purposeful, happy and caring community. Pupils are encouraged to develop moral discernment. High standards of behaviour are expected and young people are asked to treat others with courtesy and respect. The School sets out to create a secure basis for living in community and to achieve a balance between thoughtfulness towards others and freedom for the individual to develop his or her own personality. Good pastoral care is central to the life of the School, through the Principal/Heads, Houseparents, Tutors, the Chaplain, the Medical Centre Sister and other members of staff.

Specific Objectives

- a. To foster pupils' educational development through all areas of the curriculum so that their self-esteem is raised, enabling them to acquire skills, attitudes and coping strategies which will help them to make reasoned decisions based upon sound judgement and valid information.
- b. To provide a variety of opportunities for discussion with their peers and teachers in which the ground rules of confidentiality, tolerance and trust are observed.
- c. To teach problem-solving techniques, assertiveness skills and respect for themselves and for other people. To encourage them to be responsible members of the school community, who will develop into caring adults with regard to their families and to society.
- d. To maintain links with parents and representatives of outside agencies.
- e. To view seriously any instances of bullying and to deal with them effectively.
- f. To ensure that all members of the school staff understand Child Protection procedures and are alert to signs of potential or actual abuse in the categories of physical injury, neglect, emotional or sexual abuse.
- g. To have in place effective reporting and action procedures, as required by the Children Act 1989 (Pupil > Member of Staff > Designated Teacher > Principal/Head > School Medical Officer (where appropriate) > Social Services). These are set out in more detail in the policy 'Child Abuse/Protection' in this section of the Staff Handbook.

The full Child Protection document can be found through URL:

https://docs.google.com/document/d/1FZCg7yFnaQkCqR_CkmG3FgVq99YnQAg_Svrmt0FR_Ck/edit

If you are unable to access the internet, please request a hard copy.



HEAD OF ROWING EQUAL OPPORTUNITIES including EYFS Nov 2015

The Equal Opportunities Policy Statement and Policy Statement on Harassment at Work are designed to implement the commitment of the School to Equal Opportunities. It is the responsibility of every employee to ensure his or her own conduct conforms to the expected standards and reflects these Policy Statements. The aim of the Policies is to encourage harmony and mutual respect between individuals in order to promote good working practices with a view to maximising performance.

If these Policies are not implemented, then valuable talent and potential are wasted. Moreover, when unfair discrimination, harassment, bullying or victimisation take place they bring about a climate of fear, insecurity and poor work performance. As well as being unlawful, this affects morale. The School aims to comply with all relevant UK and European legislation.

Monkton Combe School has been registered as a school with a religious character by the DfES. As such the School is able to advertise for and appoint teaching staff who have specific Evangelical Christian faith that is central to the ethos and tradition of the School. In specific circumstances this authority enables positive discrimination in favour of Evangelical Christians.

It is vital that every employee understands his or her responsibilities. Equal Opportunities are taken very seriously by the School and willful failure to apply the Policies or evidence of discrimination, harassment, bullying or victimisation will result in disciplinary action which may include dismissal.

The Equal Opportunities Policy Statement

1. The School values the individual contribution of people irrespective of sex, age, marital or civil partnership status, disability, sexual orientation, gender reassignment, race, colour, religion or belief, ethnic or national origin. The School is committed to ensuring that no applicant for employment or member of staff is disadvantaged by conditions or requirements which cannot be shown to be justifiable. This applies in particular but not only in relation to recruitment and selection, promotion, transfer and training opportunities, benefits, terms and conditions of employment, grievance and disciplinary procedures, termination of employment including redundancies, and conduct at work.
2. All employees should be treated equally with dignity and respect. The School will use its best endeavours to provide a working environment free from unlawful discrimination, harassment or victimisation on the grounds of sex, age, marital or civil partnership status, disability, sexual orientation, gender reassignment, race, colour, religion or belief, ethnic or national origin, pregnancy or maternity.
3. The School recognises its legal obligations, including those under the Race Relations Act, Sex Discrimination Act, The Equal Pay Act, the Equality Act and the Part Time Workers legislation.
4. The School is designated as a School with a religious character by the DfES. This may be taken into account when recruiting staff when appropriate to do so. Notwithstanding this, the School undertakes to review periodically its selection criteria and procedures to maintain a system where individuals are

selected, promoted and treated on the basis of their merits and abilities.

5. The principles of non-discrimination and equality of opportunity also apply to the way in which staff must treat visitors, pupils, parents, suppliers and former members of staff.

The School will not tolerate acts which breach this Policy and all instances of such behaviour or alleged behaviour will be taken seriously, fully investigated and will be subject to disciplinary procedures if found to be discriminatory. The School further seeks to give all employees equal opportunity and encouragement to progress within the School.

6. The School promotes tolerance of each other and respect for each other's position within the School community, and provides positive images and role models, whilst seeking to avoid prejudices and raise awareness of related issues.
7. If an existing employee becomes disabled the School will make every effort to retain him or her within the workforce whenever reasonable and practicable with reasonable adjustments to assist in overcoming or minimising the difficulties. This may need to be in conjunction with a medical advisor.
8. Whenever reasonably practicable to do so, the School will install in existing premises facilities for people with disabilities. Whenever the School invests capital in new or refurbished premises, every practicable effort will be made to provide for the needs of staff and pupils with disabilities.
9. The School undertakes to distribute and publicise this Policy Statement to all employees and elsewhere as from time to time appropriate.
10. Any employee who believes that he or she may have been subjected to treatment which breaches this Policy may raise the matter through the grievance procedure.

Policy Statement on Harassment at Work

1. The School believes that the dignity of every person must be respected. Harassment of colleagues or pupils is unlawful and unacceptable and will be regarded as a disciplinary offence, which in serious cases, may be classed as gross misconduct, resulting in instant dismissal. The highest standards of conduct are required of everyone, regardless of seniority.
2. The School recognises that harassment may take many forms. It may be directed towards persons of either sex. It may relate to a person's ethnic origin, religion, age, sex, sexual orientation, physical or mental attributes or some other personal characteristic.
3. Harassment may involve action or inaction, behaviour, exclusion, comment or physical contact that the recipient finds objectionable or offensive. It may result in the recipient feeling threatened, humiliated, intimidated, patronised, demoralised or less confident in their ability. Condoning such conduct may be harassment in itself. The test of harassment is, at least in part, subjective.
4. Examples of unacceptable conduct include:-
 - verbal abuse, or insulting behaviour

- sexist or racist jokes, jokes about an individual's sexual orientation or jokes about an individual's physical or mental attributes
 - the display or circulation of sexually suggestive or racially abusive material
 - bullying, coercive, intimidating or threatening behaviour
 - the ridicule or exclusion of an individual for cultural or religious differences, on the grounds of sex or sexual orientation or on the grounds of disability or other protected characteristic
 - persistent teasing or constant unfounded criticism of the performance of work tasks
 - unsolicited or unwelcome sexual advances, including touching, staring or commenting
 - comments of a sexual nature about a person's appearance or dress
 - bribery or attempted bribery.
5. An allegation of harassment must not be made lightly. If it is found that an allegation of harassment has been made without foundation and maliciously, then this will also be regarded as a disciplinary offence and in serious cases may be regarded as gross misconduct leading to summary dismissal.
6. All complaints of harassment should be made to the appropriate manager unless the complaint is regarding this person, in which case the complaint should be to that person's superior. Reference should be made to the Grievance procedure in the Personnel and Payroll Policies.

Statement to Prospective Parents

We do not discriminate in any way regarding entry and the School does not treat disabled or prospective pupils less favourably for any reason related to their disabilities than it treats those to whom that disability does not apply. We welcome pupils with physical disabilities provided that our site can cope with them. However, the Senior School in particular is situated on a steep hill and whilst every effort has been made to make it as accessible as possible for wheelchair users, there are some areas where this is not feasible due to the topography. The School will always consider reasonable adjustments to admission arrangements to ensure that disabled pupils or prospective pupils are not placed at a substantial disadvantage in comparison with non-disabled pupils. We welcome pupils with special educational needs, providing that our Learning Support Department can offer them the support that they require. However, we advise parents of children with special education needs or physical disabilities to discuss their child's requirements with the Principal/Head before he or she sits the entrance exam so that we can ensure that we can make adequate provision for him/her. Parents should provide a copy of an Educational Psychologist's report or a medical report to support their request, for example for extra time or other special arrangements.

See also Special Educational Needs policy for policy relating to pupils.