JOB DESCRIPTION

HEAD OF ROWING

WIMBLEDON HIGH SCHOOL

EX HUMILIBUS EXCELSA

GDST

GIRLS' DAY SCHOOL TRUST

WIMBLEDON HIGH SCHOOL

At Wimbledon High School we are proud to do things differently. We are a high-performing school for intellectually curious girls – girls who go on to achieve great things, yet who remain grounded and who are ready to throw themselves into school life.

We have been offering an outstanding education since 1880 on our central Wimbledon site: inspiring lessons encourage edgy thinking and cross-curricular links foster truly interdisciplinary learning that encourages problem solving and puts creativity at its heart.

This can only be done, of course within a warm and caring community, where students feel supported as they try something new, fail, try again and fail better. There is always lots of fun to be had along the way, but of course the end results speak for themselves: consistently excellent A Level and GCSE results taking girls to a whole variety of university courses and careers beyond.

Our co-curricular programme is extensive, so that imagination in and out of the classroom is fired. Our aim is to prepare confident, fearless young women, ready for a future where intellectual agility and resilience will be key. We want our girls to stride out of Wimbledon High School into the world and shake it up.

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JOB PURPOSE

To have overall responsibility for the Rowing programme at the school; delivering top level rowing coaching to a range of different ages as well as planning competitions, training camps and acquiring and maintaining rowing equipment. Embody the PE department aims: To provide opportunities for the elite to excel and for every girl to find a sport for life.

ACCOUNTABILITY AND RESPONSIBILITY

Accountable to the Director of Sport (DoS).

Responsible for the Assistant Head of Rowing, Rowing Coach and Equipment Manager.

STRATEGY AND ORGANISATION:

- Develop and refine the 3–5-year strategic plan for developing rowing at WHS to encompass long, medium and short-term goals.
- In conjunction with the Director of Sport, design and publish the rowing team schedules of work.
- Coach regular, high quality and safe rowing training sessions.
- Exemplify, in own practice, the skills of teaching and learning typified by lead professionals and ensure that good practice is shared throughout the Rowing team.
- In conjunction with the Director of Sport, manage the Rowing coaching team to ensure that they have clear expectations of their roles, and that high performance standards are achieved and maintained.
- Drive the improvement of facilities.
- Attend weekly PE department meetings.
- Communicate concisely and sensitively both orally and in writing to parents, governors and school staff.
- Liaise with the Director of Sport and HR for the recruitment, training, security checks and invoicing of any external coaches.
- Organise the annual training camp during the Easter vacation, following school procedures for trips and activities.
- Liaise with oversees Universities who offer Rowing Scholarships.
- Liaise with the Director of Co-curricular, Partnerships and Philanthropy to co-ordinate regatta dates and training camps within the school calendar.
- Arrange registration of athletes and school with British Rowing.

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Health and Safety

- Be familiar with the section of the river where WHS training takes place **(Molesey Boat Club).**
- Follow schools' H&S procedures for all regattas.
- Complete the online annual British Rowing Safety Audit.
- Source and arrange the purchase of relevant equipment, keep inventory records and logs of safety checks.
- Organise capsize drills for new rowing intake each summer term.
- Ensure that all accidents, incidents and near misses are reported on the school's online accident reporting system, Sphera.
- Complete the annual departmental H&S Self Evaluation Form
- At least annually, review all relevant risk assessments – more regularly if required.
- Ensure that H&S is a standing item on departmental meeting agendas so that procedure is well embedded throughout the rowing team.
- Ensure all rowing coaches have in date first aid training.
- Monitor the training and development needs of yourself and the team to meet the needs of the student Rowers.

Well-being and Pastoral Care

- Ensure high standards of behaviour from the students are parallel to those expected on school site, as outlined in the school behaviour policy.
- Ensure that pastoral concerns or unacceptable behaviour are reported immediately on the CPOMs system.

Profile and Marketing

- Maintain the profile of rowing at WHS across the whole school community.
- Organise and oversee fundraising opportunities for rowing (for both major and regular projects).

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Budgeting, Fundraising and Events

- Co-ordinate payment to relevant parties for hire of equipment and facilities.
- All plans for budgeting to be laid out in annual meeting with the Head & Director of Finance & Operations (DFO).
- Work with the Finance Manager to monitor termly income and expenditure to include coaching fees, any race entry fees and holiday camps (where chargeable).
- Procedures for purchases and repairs to be discussed with the DFO and adhered to; to be agreed in the annual rowing meeting and added to this guidance.
- Work with the Director of Development to support all WHSBC fundraising events.

GENERAL REQUIREMENTS

All school staff are expected to:

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Contribute to the school's programme of extra-curricular activities.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the performance review process, and training and development opportunities available.
- Adhere to policies as set out in the GDST Council Regulations, GDST Hub and GDST circulars.
- Undertake other reasonable duties related to the job purpose required from time to time.

REVIEW AND AMENDMENT

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

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SKILLS REQUIRED

The successful candidate will have the following key skills and attributes:

ESSENTIAL

- Ability to demonstrate active listening skills.
- Ability to use language and other communication skills to which children can relate.
- Ability to emphasise with the needs of children.
- Ability to work effectively with other colleagues.
- Ability to provide appropriate levels of individual attention, reassurance and help to achieve the intended learning outcomes.
- Ability to undertake obvsevations of individual children and complete records under the direction of the DoS.

SPECIFIC ROWING SKILLS REQUIRED

ESSENTIAL

- Previous coaching and/or rowing to an exceptional standard in both sweep and oar sculling.
- Outstanding communication skills both on and off the water.
- The capacity to lead and organise local and European training camps during the school holiday periods.
- Knowledge of the UK school rowing and racing circuit including National Schools' Regatta, Henely Royal Regatta qualification rules and GB Junior Trails progression and timetabling.
- Motivation to contribute and co-ordinate WHSBC fundraising events (minimum 3 per year).
- British Rowing Coaching Award Level 2 or 3
- Willingness to work acceptable weekend hours, before and after school term time sessions and school holidays.

DESIRABLE

- D1 minibus qualification and towing.

KNOWLEDGE BASE

ESSENTIAL

- A good standard of education, particularly English and Mathematics.
- Knowledge of appropriate First Aid procedures.
- Knowledge of Child Protection issues and Safeguarding.

DESIRABLE

- Knowledge of National Curriculum requirements for the age of pupils.

QUALIFICATIONS/ ATTAINMENT

ESSENTIAL

- Evidence of relevant attainment in a recognised qualification such as British Rowing Coaching Award Level 2 or 3.
- Evidence of attainment or training in Child Protection issues/procedures.
- Willingness to participate in further training and developmental opportunities offered.

DESIRABLE

- Evidence of attainment of a relevant and recognised qualification to support SEN pupils.

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EXPERIENCE

ESSENTIAL

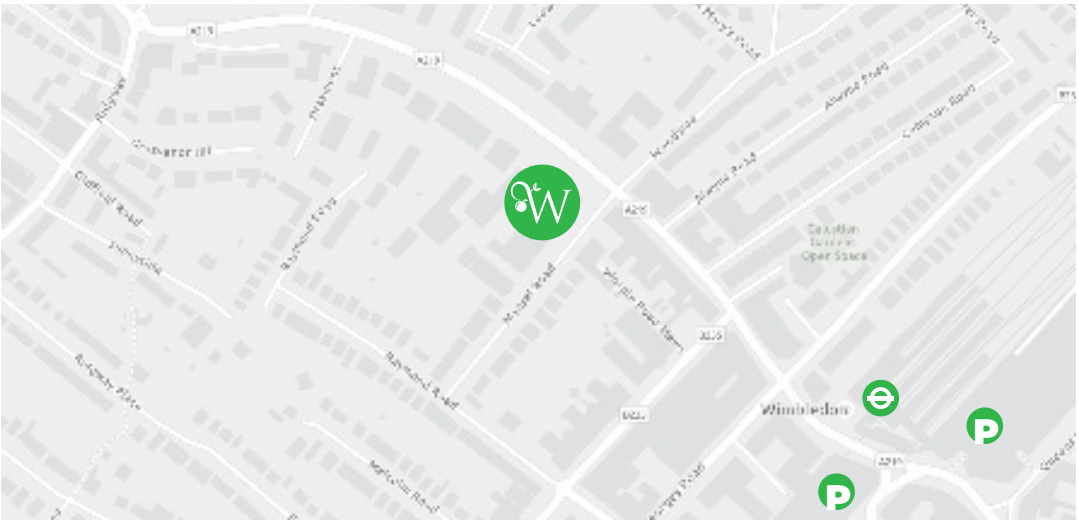
- Relevant experience in an educational establishment/setting.
- Demonstrable evidence of establishing positive relationships with children.
- Demonstrable evidence of experience in supporting children in a learning environment.
- Proven experience of successfully contributing to or running extra-curricular clubs and activities.

PERSONAL ATTRIBUTES

ESSENTIAL

- Enthusiastic, positive and hard-working.
- A passion for education.
- Commitment to the safeguarding of children and young people.
- Ability to inspire, motivate and support pupils
- Flexible and approachable attitude
- Ability to solve problems, make sound judgements and take decisions
- Ability to work under pressure, on own initiative, accurately and with attention to detail
- Commitment to the improvement and development of own teaching and performance
- The drive and stamina to provide excellent opportunities for all girls in the school
- Willingness to play a part in the overall developments of the school
- Commitment to maintaining the caring and supportive ethos of the school

LOCATION



Wimbledon High School is conveniently situated in the heart of Wimbledon.
The station is a few minutes' walk away, serving National Rail, London Underground and Tramlink.
Buses 93, 493, 200, 57 and 131 stop nearby.
If you are driving to Wimbledon to visit the school, please use one of the two public car parks marked on the map and allow plenty of time.

Parking in Mansel Road and surrounding roads is limited to a few metered bays.
We regret that there is no visitor parking available on the school site.
Our playing fields are at Nursery Road, a ten minute walk down Worple Road.

Wimbledon High School
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wimbledonhigh.gdst.net

Head
Ms Fionnuala Kennedy

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