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HAMPTON SCHOOL

JOB DESCRIPTION

BOATMAN AND ROWING COACH

To start as soon as possible

Job Title:	Boatman
Reporting Line:	Director of Rowing and in their absence The Bursar
Location:	Hampton School

HAMPTON SCHOOL

Hampton is one of the country's leading, most successful and best-resourced independent schools and has been helping boys to fulfil their potential and realise their aspirations for nearly 460 years. We are a lively, friendly and caring School community, where innovative teaching is underpinned by strong shared values and complemented by outstanding pastoral care. We aspire to enable our boys not only to make sense of the world but also to want to go out and improve it.

The School's examination results and university entrance record consistently rank among the very best achieved anywhere, while the very wide range of co-curricular activities on offer provides each boy with the opportunity to shine and the means to explore new interests. Nearly all our leavers go on to undergraduate courses at Russell Group or equivalent universities/medical schools. Around 25 Hamptonians gain places at Oxford and Cambridge each year; an increasing number go on to study at US Ivy League universities, often on academic and sporting scholarships. Our alumni network is extremely strong and former pupils remain very interested in their School, in no small part due to the exceptionally warm and mutually respectful relationships enjoyed between staff and pupils.

Situated on a green field site in a leafy suburb of South West London, we are fortunate to have over 27 acres of playing fields within our spacious grounds and a generous investment programme ensures that our pupils and staff enjoy the use of first-class facilities across all areas of School life. These include a state-of-the-art, all-weather 3G sports ground, a large Sports Hall and The Hammond Theatre, along with an excellent library and specialist facilities for Art, Science, Technology, IT and Languages. In terms of future projects, we are looking forward next to the opening of our new Sixth Form Study Centre in Autumn Term 2018. The Millennium Boat House, shared with our neighbouring girls' school, Lady Eleanor Holles, enjoys a prime location on the nearby River Thames and provides the focal point for our renowned and highly successful Boat Club.

Visitors from the Independent Schools Inspectorate (ISI) concluded in March 2016 that Hampton's academic and all-round excellence merited the rarely awarded ISI assessment of pupils' achievements and learning as being 'Exceptional'. The inspection team's findings in all other areas were similarly pleasing and the highest possible judgements were achieved across the board. Further information and a copy of the full ISI report can be found on the School website.

Sport at Hampton

Sport is a major part of both curricular and co-curricular life at Hampton School and plays an essential role in the physical, emotional and social development of every boy in the school. We are justifiably proud of the facilities, support, expertise and talent provided by the Games and PE Departments.

Boys in the First to Fourth Years have a double period of Games each week; the Fifth Year, Lower Sixth and Upper Sixth share a triple period each Wednesday afternoon. Unlike at many other schools, Hampton pupils can choose their preferred sport and have a wide choice.

We compete in prestigious local, regional and national competitions as well as holding regular fixtures with schools from across the region. It is expected that boys treat themselves, their opponents and all officials with proper respect and courtesy and they are encouraged to play with a sense of adventure and freedom without self-indulgence. We do not encourage dour, percentage-driven sport but sport with a sense of fun in the right measure. By the same token we understand and respect that some boys will play sport for leisure or health reasons rather than competitively.

Each major sport has its own Master-In-Charge. The staffing of Games at Hampton is generous. Currently, we are able to offer an average staff/pupil ratio of 1:12. In addition to the PE Staff many of the academic staff are talented sports people and they offer additional teaching and support on the sports field. We are also fortunate enough to have regular visits from outside expert performers and specialist coaches.

Rowing

Hampton is one of the top rowing schools in the country and it is a very popular sport amongst our boys.

The boys row on the Molesey stretch of the River Thames which is just a short run from the school. Our facilities are outstanding with a superb boathouse and impressive fleet of boats. The school has a dedicated coaching team headed by its own, full time Director of Rowing, Colin Greenaway, a former international athlete and Junior International Coach for the Great Britain Team.

Pupils begin learning the discipline in the Third Year when they will be taught to scull. The emphasis is on enjoyment and watermanship. There are regular training camps in the holidays, some at the Boathouse, but also in Seville, Hazewinkel, Belgium, Temple Sur Lot, Bordeaux.

Old Hamptonians, including Karl Hudspith (President of the Oxford University Boat Club 2012), the Livingston brothers and the Smith brothers have competed in the Boat Race. The Searle brothers are also well-known Old Hamptonians and Olympic Gold Medallists. (Greg Searle was part of the Bronze Medal GB Eight, London 2012 twenty years after his Olympic Gold in Barcelona 1992) Hampton's rowing department has a thriving Parents' Association which raises funds to support our rowers.

Each year the Hampton School Boat Club hosts two major rowing events on its home stretch of the River Thames: The Hampton Small Boats Head and The Hampton Fours and Eights Head.

Both races are run over a course of approximately 3000m downstream from Sunbury Lock. The first of these events is the Small Boats Head, typically held in late November, with the Fours and Eights head following in late January/early February. Viewing is possible, along the full length of the course; from the towpath running on the south (Molesey) bank from the start at Sunbury Lock to the finish at the western end of Platt's Eyot.

THE ROLE

Hampton School is seeking to appoint a well-qualified and experienced Boatman and Rowing Coach. The successful candidate will have experience in a similar role and be able to demonstrate experience across equipment management, boat club administration, transportation and health & Safety. Ideally, you will also be a well-qualified rowing coach holding British Rowing and RYA L2 Powerboat qualifications. Working as part of a team, you will be highly motivated, enthusiastic and dedicated to ensuring the best outcome for Hampton School Rowing.

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Main Responsibilities:

The successful applicant will be required to carry out the following duties:

Equipment Management

- Organise the Hampton School boat bays to ensure a safe and effective environment, including;
 - racking of the boats and storage of other equipment (liaison as required with the Lady Eleanor Holles School)
 - Clean boat bays regularly, including the removal of litter, water bottles etc
 - Ensuring, along with the LEH staff, that the landing stages are cleaned each morning
 - Collecting up lost property and taking to the school where items are to be handed over to Head of Lost Property.
- Ensure the fleet of boats and blades are well maintained, including;
 - Monitor condition of all equipment and prioritise a programme of repairs and refurbishment as required
 - Make repairs to boats and equipment, as necessary and where possible
 - Ensure boats are cleaned regularly
 - Ensure boats conform to the safety standards set out in 'Row Safe Guide'
 - Ensure all blades are labelled and stored correctly, and painted in club colours.
- Collection and/or drop off of any equipment as instructed by the Director of Rowing
- Ensure a good supply of spares are maintained and stored appropriately at the boathouse for all makes of boats used by Hampton School Boat Club
- Help to maintain rigging set ups on training boats, specifically 1x and 2x/-, help rig racing boats if required by other coaches.
- Check condition of coaching launches and with the assistance of the Boathouse Manager (BM) do any necessary work to keep them well maintained. Organise any repair and maintenance of outboard engines. Ensure all coaching launches have safety bags and conform to British Rowing guidelines.
- Maintain good condition and arrange servicing of the boat club vehicles in conjunction with the School Facilities Manager
- Maintain trailers, with the assistance of the school facilities manager arrange for their annual service
- Organise the loading of trailers, working closely with the coaches, for all rowing events
- Where possible tow trailers to events and act as equipment support to the coaches

- With the DoR submit an annual safety audit for British Rowing and undertake any necessary improvements, where highlighted by British Rowing, to equipment and facilities not covered by the BM or School Facilities Officer.
- Arrange with the approval of DoR any rental of Equipment
- Arrange with the approval of DoR the disposal or sale of unwanted equipment
- Liaise with School Facilities Manager regarding any maintenance of the Boat House, Boat House security and Fire Alarms
- All work to be notified to the Director of Rowing (DoR) who will monitor expenditure and timetable of work.

Coaching

- Coaching role to support all squads on their games afternoons and on Saturday training, where possible
- To attend Regattas and head races, as required
- To assist the other coaches at regattas and head races, both rigging boats and launching boys for races
- To demonstrate excellent knowledge of rowing and sculling techniques
- To demonstrate excellent knowledge of the principles of boat rigging
- Responsible for a duty of care for rowers and to act *in loco parentis* and take small groups of boys for away events
- To attend both training camps as required by the DoR.

Administration

- Work with the Director of rowing to assist in the necessary administration of the club, as required

Transportation

- To collect and make deliveries of equipment, including boats, launches or other items as necessary
- To assist in transport of boats to from regattas, involvement in towing trailers to and from regattas, and assist with their loading and unloading.

Health and Safety

- To fully understand the implications of the Health and Safety Policy within the boathouse and be responsible for maintain standards which meet these requirements
- Under direction of the Assistant Director maintaining safety equipment within the boathouse and in the launches
- Ensuring the boathouse is a safe and healthy environment
- Adhere to the School's H&S and Staff Behaviour policies and procedures
- Administer basic first aid to pupils wherever required during the working day, dealing with any basic accidents, reporting incidents and liaising with School's Nursing Team when needed (training will be provided)
- Be responsible for promoting and safeguarding the welfare of children and young people for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy and Procedures at all times.

Other

- To become a Fire Marshal trainer and First Aider. Training will be provided
- Any other reasonable tasks required by The Headmaster, Bursar, Director of Rowing and/or Deputy Head in association with the above role
- To attend all School INSET briefings.

Please note that there may be some changes and additions to the above, which will be discussed before implementation and changes may occur as the post develops. This document is designed to provide applicants with a “flavour” of the position and responsibilities.

PERSON SPECIFICATION - SKILLS, QUALIFICATIONS AND EXPERIENCE

The successful candidate is likely to be able to demonstrate the following skills, qualifications and experience.

- A commitment to the Safeguarding and wellbeing of pupils
- A high level of boatman experience combined with rowing and/or coaching experience
- A specialist Sports and/or relevant British Rowing coaching qualification and RYA L2 Powerboat Qualification is essential
- A clean Driving Licence and medical fitness is essential
- Good GCSE (or equivalent) qualifications in English Language and Mathematics
- Experience of working with children or young people
- Awareness of Health and Safety issues (First Aid training will be provided)
- A warm, cheerful and well-presented person, capable of inspiring confidence in pupils and parents
- Excellent communication skills, both verbal and written
- Capable of working independently and as part of a team
- An understanding of the nature of independent education and of the high expectations within the sector
- Professionalism and commitment to the demands of a successful co-curricular programme
- Fully understand and promote the aims and ethos of the School
- Ability and willingness to learn on the job and attend INSET as necessary
- A clean Driving Licence and medical fitness is essential

Equal Opportunities

It is the policy of Hampton School to provide equal employment opportunities for all qualified individuals; and, to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. Hampton School promotes equal employment opportunities in all aspects of employment through positive employment policies and practices.

If any special requirements are required to attend an interview, please inform the School.

Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy and Procedures at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Safeguarding Designated Persons or to the Headmaster.

Training

Where necessary, to undergo on the job training or attend INSET outside the School to increase competence, proficiency and safety awareness.

HAMPTON SCHOOL - SALARY AND OTHER BENEFITS

Salary

The salary will be based on the Hampton School Scale for Support Staff. The salary for this position will be Scale Point 25 of the Hampton School Pay Scale which is currently £31,016 per annum, plus benefits.

The Governors review salary Scales each year to ensure they remain competitive; it is paid by bank transfer on the 25th of the month, or next working day thereafter, in 12 equal payments.

Hours and Holidays

This is a full-time position Monday – Friday plus weekends to attend coaching sessions and regattas.

Additional holiday work, if required, is to be discussed and agreed with the Director of Rowing and in their absence, the Bursar or Deputy Head (Pastoral).

The remuneration package includes pay for holidays which are to be taken during School holiday periods. Staff are required to be at School on INSET and Open Days.

Offers of employment will be made on merit and suitability of qualifications and experience, in pursuit of our policy of equal opportunities.

The School reserves the right to offer the post at any stage in the appointment process.

Non-contractual Benefits to staff

Pension

The School offers the Teachers' Pension Scheme for teaching staff and a money purchase scheme for support staff. Further details are available from the Bursar.

Death-in-Service Benefit

In addition to any Pension Scheme benefits, the School currently has an insurance policy which pays two years' salary in the event of the death of a member of staff to nominated dependant(s). Age restrictions apply to this policy. Staff are automatically covered by this insurance policy.

Health Care Insurance

The School provides Health Care insurance for all members of staff earning above an annual threshold only if they join at the start of their employment and subject to any terms and conditions

and the School's eligibility requirements. Further details may be obtained from the HR Department and Bursary. A Medicash healthcare cash plan is also offered. This is an opt-in insurance policy.

School Fee Reduction

Children of staff at Hampton School or Hampton Prep may, upon passing the entrance assessments, be eligible at the discretion of the Governors for fee remission on the basic tuition fees. Currently, the School also has an agreement with our neighbouring girls' school, Lady Eleanor Holles School, for a reduction in tuition fees. (Subject to the School's eligibility requirements).

Cycle to work scheme

The School allows staff with an employment contract for 12 months or more to purchase a cycle through the 'cycle to work' scheme to ride to work. Further details are available from the Bursar.

Personal Accident Insurance

Staff are covered for partial or permanent disability resulting from an accident, whether at School or elsewhere. Further details are available from the Bursary.

Drinks and snacks

Staff are provided with tea/coffee and light snacks at no charge.

School Lunch

A School Lunch is provided for staff at no charge. Members of staff at the senior school have access to a private staff dining room.

Sports Travel to School on Saturdays

Staff running teams may claim expenses for travel to/from School for Sports matches.

Use of private vehicle

Subject to a journey being approved by the Facilities Manager, Deputy Bursar, Bursar or Headmaster, staff can use their private vehicle for School journeys during working hours. The insurance will be under the School insurance and staff can claim for mileage.

Blood Pressure

The School Nurse can check your blood pressure. She is not, however, able to give staff medical advice and staff must rely on their own medical adviser.

Counselling

One of the School Counsellors may be able to see staff on a limited basis. If prolonged counselling is required then a charge may be incurred.

Sports Therapy

The School has a member of staff specialising in Sports Therapy, who may be able to assist with Sports injuries on a limited basis. If prolonged therapy is required a charge may be incurred.

Multi-Gym

The School multi-gym is available for use by staff. Induction is required and conditions apply. The school accepts no liability for use by staff. Staff also have access to the swimming pool at Lady Eleanor Holles School.

Sporting Facilities

Use of School sporting facilities is available, subject to availability. Any such use must be agreed in advance with the Bursar or Deputy Bursar, who will consult with the relevant Sport & PE Department staff. Use for events such as private parties may be available, but will be treated and charged as a formal letting.

Parking

Staff parking on site is currently permitted, subject to availability of an approved parking space. All members of staff who wish to park on site must obtain a permit from the Bursary.

The above non-contractual benefits are currently available to staff. They are provided at the discretion of the Governors, who reserve the right to withdraw them without notice.

Further details of the School are available on the website.

Please note all appointments are subject to the Hampton School Trust Recruitment, Selection and Disclosure Policy and Procedure.

October 2018