

Position of
**ROWING COACHES /
ADMINISTRATOR (PT)**
Yarm School,
North Yorkshire



Co-educational | Day School | Ages 3-18 | HMC





THE ROLE

This role can be combined into one role (Coach/Administrator) or can be split into two (Coach and a Coach/Administrator). Coaches are responsible for the administration associated with their crew but there is an additional administration role which supports the whole Yarm School Boat Club.

Coaches will work closely with the Head of Rowing to deliver a rowing programme for a specified year group. The coaching of pupils, both male and female, from beginners to high level athletes. This includes the delivery of training sessions both on water and land, whilst maintaining high levels of commitment and enthusiasm from the crews.

The rowing coach / administrator role will assist with day to day administration of the club alongside coaching a specified year group. Under the direction of the Head of Rowing the post holder will assist with regattas, trials and training camp organisation and the associated paperwork.

The working hours are variable but either as one combined role or split between two coaches who would need to cover six two and a half hour sessions across Monday to Thursday, and a 3 hour session on a Saturday.

Time off in lieu will be agreed in compensation for busy periods.

The post holder(s) will be directly responsible to the Head of Rowing.

YARM SCHOOL BOAT CLUB

Yarm School Boat Club is celebrating its 25th anniversary this year. It has grown significantly over the last decade with participation levels across all year groups rising. In 2016, Kat Copeland, Former Pupil and London 2012 Olympic Gold Medalist opened the Boat House which is located on the banks of a beautiful stretch of the river Tees on the School site.

There are currently two full time members of staff, the Head of Rowing and a Rowing Coach and Boatman. The two part time Rowing Coaches / Administrator positions being recruited for are existing posts.

Pupils from Second Year (Year 8) upwards can select rowing as an option in Games, Activities and After-School. Training also takes place on Saturday mornings. Yarm School Boat Club crews take part in a large number of regattas around the country and attend annual training

camps. In 2022, 12 crews qualified at the Junior Inter-Regional Trials (J14 - J16) which meant Yarm School pupils made up over 48% of the Yorkshire team.

The Boat Club has many successful rowing alumni who have gone on to compete at National level. Kat Copeland won a Gold Medal in the lightweight doubles at London 2012. In 2021, two former pupils went head to head in the Gemini Boat Race competing for Oxford and Cambridge teams. In 2022, Sarah Portsmouth was selected for the third consecutive year to compete for the Cambridge team in The Boat Race. Sarah competed as part of the winning Cambridge crew two out of three years as the race was canceled in 2020.

THE SCHOOL

Yarm School was founded in 1978. Growing quickly since that time, it is now firmly established amongst the country's leading co-educational day schools, with a superb academic reputation as well as a firm commitment to extra-curricular activities and trips. In addition to the Senior School, there is a Preparatory School, and a Pre-Prep which includes a Nursery. In total, there are over 1,100 pupils between the ages of 3 and 18. There is an impressive array of facilities and accommodation at the Senior School, including a large classroom wing on the banks of the Tees which enjoys beautiful views, a dance studio, extensive sport and drama facilities, underground changing rooms and a bar serving the award-winning Princess Alexandra Auditorium. The Pre-Prep and Preparatory Schools have their own self-contained accommodation on a safe and equally delightful site. The Pre-Prep is housed in a modern purpose-built development, whilst the Preparatory School is located on the site of the original Yarm Grammar School founded in 1590.

The School has ample outdoor space, sporting facilities, a boat house and friendly communal areas. A timber yurt provides space for the outdoor education and eco school curriculum.



LOCATION

Yarm is a beautiful market town on the edge of the Teesside conurbation which enjoys easy access to both town and countryside, including the nearby North York Moors, Yorkshire Dales and stunning coastline. Opportunities for outdoor pursuits and exploration of all kinds are many and varied. Similarly, the cities of Newcastle, York and Leeds are within close range and provide much in the way of arts and culture. With superb rail network links in the town itself and nearby, London is also only 2.5 hours away by direct train.

The school is very much a part of the town, with pupils, staff and parents enjoying all that the buzzing High Street has to offer by means of shops and cafes.

BENEFITS OF WORKING AT YARM

- Friendly working environment with a committed community of staff
- Staff receive a generous discount on school fees.
- Occupational DC pension with a choice of contribution levels (maximum employer contribution 12%)
- Life assurance (death in service benefit of twice annual salary)
- Exceptional variety of high quality lunches, free during term time
- Dedicated on-site free parking
- Employee Benefits Scheme
- Cycle to Work Scheme
- Use of school gym outside school hours
- Discounted Auditorium tickets for School productions



ETHOS

Yarm has a strong commitment to educating the whole child – ‘educating for life’. We offer an extensive range of extra-curricular opportunities, both within and outside lessons, which help to foster inter-personal skills, confidence and build relationships. A Yarm education is about far more than just academic achievement.

Each pupil is strongly encouraged to take part in extra-curricular activities. There is a huge range of clubs and societies which meet either during the two timetabled Activity lessons, at lunch-time or after school on a regular basis. Over 50 activities take place each week, as diverse as canoeing and chess, community action and gardening.

Sport plays an important role in the life of the school, not just through the generous time provision for PE and Games lessons, but through the many opportunities to represent school teams in a diverse range of sports and at all ages. Facilities are superb and cater impressively for rugby, hockey, netball, rowing, tennis, cricket, rounders, athletics and general fitness.

At weekends and during the holidays there are frequent

trips and expeditions, many of them adventurous. Outdoor education is a major part of life at Yarm, and pupils can explore caves, climb mountains or traverse entire countries in canoes! We have two full time, highly qualified members of staff whose sole remit is to provide these fantastic opportunities.

The school life of Yarm pupils is varied, exciting, and fast-paced. There is never a dull moment as we embody our philosophy of ‘educating for life’. Our teachers embrace the extra-curricular programme and enjoy the opportunity it affords them to pursue areas that interest them or indeed learn new skills themselves.

The performing arts are thriving at Yarm. Music enhances the everyday life of the School. With outstanding facilities, such as the 750 seat Princess Alexandra Auditorium, the Studio Theatre, Dance Studio, Recital Room and the superb Music School we offer an extremely vibrant programme of concerts, recitals, plays, dance shows and musicals. Many cultural events which take place in the stunning Princess Alexandra Auditorium are open to the wider community and regularly attract audiences in the many hundreds.

DUTIES & RESPONSIBILITIES

Coaching

- Coaching of a set squad or group of athletes
- Safe management water and other training sessions.
- Coach all abilities of pupils, motivate and encourage beginners in their rowing
- Run after school training sessions on the water and in the Erg room/gym
- To ensure that in relation to the specific groups allocated, the school sports website is kept up to date in order that pupils and parents can be supplied with details for regattas and Head races (Inc. website).
- Responsibility for ensuring that the British Rowing Water Safety Code is adhered to by all members of the boat club. The Head of Rowing will be the Safety Officer as detailed in the Water Safety Code.
- Responsibility for the rigging of boats specifically allocated to your crews.
- Assisting with the loading of boats and equipment onto the boat trailer.
- Attend all regattas and Head races attended by the school unless agreed in advance with the Head of Rowing.
- Promote and safeguard the welfare of pupils at all times.
- Under the direction of the Head of Rowing, take responsibility for supervising female pupils on residential trips.

Events and Regattas

- To attend home and away races, including:
- Staying overnight when necessary and supervising pupils.
- To assist with supervising the loading and unloading of boats.
- Attendance at regattas attended by the school.

Health and Safety

- To undertake all work in accordance with Yarm School's procedures and guidance, and to liaise on a daily basis with the Head of Rowing, with regards to river safety.
- To be aware of possible dangers to the boats and other equipment.
- To ensure that coaching launches carry the correct safety equipment.

General

- Keeping the boat storage area in a reasonable state of tidiness.
- To pro-actively undertake any training and development reasonably required by the Head of Rowing.

Contacts

- To present a good image of Yarm School as well as maintain constructive relationships.

Administration

- To complete administrative duties associated with the post holders assigned crew.

Additional Administrator Role

- Assist head of rowing in drawing up the individual trip budgets and planning of trips. With a specific responsibility for the booking of accommodation.
- Assist with the management of the renewing and allocating British rowing licenses.

Please note that this Job Description is not exhaustive but an illustration of the main responsibilities, which will vary from time to time. The job role will include any other tasks within the position holder's competence that may be reasonably required by the Head of Rowing.

CONTRACTUAL MATTERS

- The annual contract will run from pre-season camp in the last week of August to the Monday following the British Championship, the third weekend in July. Attendance will be required at the autumn and spring training camps. This will be a maximum of 10 days.
- The assistant will be expected to be flexible according to the business needs of the School and the demands of the job. Working time will be based on 18 hours per week however, hours of work will vary. The coaching role will vary from term to term but will involve up to 6 2.5 hour sessions per week, Monday to Thursday. In addition to 3 hours on a Saturday morning.
- Salary will be up to £11.48 per hour plus a responsibility allowance.
- The attendance at regatta and training camps is covered by a separate allowance.
- Holidays are in line with school holidays with the exception of training camps. These are normally 5 days during the October half term and Easter holidays.
- Lunch (term time only) and beverages are provided free of charge.
- Occupational DC pension with a choice of contribution levels (maximum employer contribution 12%);
- Employee Benefits Scheme;
- Free parking
- Please note that the School operates a no-smoking policy on its entire site.

THE CANDIDATE

| | Essential | Desirable |
|---|-----------|-----------|
| Previous experience of rowing coaching | ✓ | |
| Ability to rig boats and blades | ✓ | |
| Works well in a team environment | ✓ | |
| Excellent communication skills | ✓ | |
| Enthusiastic, energetic and passionate about rowing | ✓ | |
| Previous experience of working in a school | | ✓ |
| British Rowing UKCC Level 2 qualification | | ✓ |
| RYA Powerboat level 2 qualifications | | ✓ |
| First aid training | | ✓ |
| Hold a clean, full, valid driving license | ✓ | |
| Licenced to drive a minibus (D1) (Yarm is willing to put an individual through their minibus driving test) | ✓ | ✓ |



CRIMINAL RECORDS CHECK

Yarm School is required to seek a Disclosure from the Disclosure and Barring Service (DBS) in respect of successful applicants for all posts at the School where staff may come into contact with children. A criminal record will not necessarily be a bar to working in the School. Applicants who are invited to interview will be asked to submit a self-declaration form before attending the interview in which they will answer a number of targeted questions about any criminal history or information that would make them unsuitable to work with children. More information about this can be found at:

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>.

A copy of the School's policy on Vetting and Suitability Checks and the DBS Code of Practice may be obtained from the School Manager. Before an appointment is made routine checks will be undertaken to confirm identity and qualifications etc.

This post is a pupil-facing role and is therefore exempt from the Rehabilitation of Offenders Act 1974. This means that you will be required to confirm that you are not on the DBS Children's Barred List or disqualified from working with children, and further to declare any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) or other Orders of the Courts made against you, even if they would otherwise be regarded as 'spent' under this Act.



EQUAL OPPORTUNITIES

Yarm School is committed to ensuring that all job applicants and members of staff are treated equally, without discrimination because of any protected characteristics as defined in law. We welcome applications from anyone who considers that they meet the requirements of the job advertised.

APPOINTMENT PROCEDURE

Applications will only be accepted on the application form provided by the School. This should be completed electronically. All questions must be answered. The candidate may also submit a Curriculum Vitae if he / she wishes but this is not a requirement. Applications should be submitted by email with a covering letter explaining why the candidate and post are mutually suited.

APPLY

The application form is available on the [Yarm School website](#).

Deadline: as soon as possible and no later than midday on Monday 13th June.

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