

Position of  
**HEAD OF ROWING**

Yarm School,  
North Yorkshire



**YARM SCHOOL**

EDUCATING FOR LIFE

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



[WWW.YARMSCHOOL.ORG](http://WWW.YARMSCHOOL.ORG)





## YARM SCHOOL BOAT CLUB

Yarm School Boat Club was founded in 1997 and has achieved a great deal in its relatively short history. With around 15% of the school rowing each term, the Boat Club is a thriving part of school life, enjoying stunning purpose-built facilities including boathouse, with ergo room and office space, and pontoon, on the banks of the river Tees within the school grounds.

Rowing starts at under 13 in summer term via a dry start in activities programme. The aim is to give pupils an introductory experience to the water by the end of the summer term; camps are then run at either the start or end of the summer holidays. Senior rowers are heavily involved in this induction programme, which usually attracts over 40 pupils. Rowing takes place in the sporting programme for all three terms, alongside the school's other main sports. Pupils have the opportunity to row during timetabled Activity lessons which take place on two afternoons per week, as well as during some terms in their Games lessons. In addition, in coordination with the overall games programme, pupils train after school at least once a week and on Saturday mornings. This includes water work, use of the school's fitness centre, which includes a full range of weights and CV equipment, and the ergo room within the boathouse itself. Yarm-

based training camps are run over the October and May half terms. Easter normally involves a camp away from the school base.

The club competes at all the major regional regattas and heads, and we are competitive in boys and girls events across all the age-groups; seniors crews regularly race and train against the local university crews. Nationally, at senior level we are showing we can compete with national crews on an equal footing in prestigious events such as Schools HERR, National Schools Regatta, Henley Women's Regatta; we hope to qualify this year for Henley Royal Regatta, having narrowly missed out last year with the boys' coxless quad. The J15 coxed 4 won a bronze medal at National Schools Regatta in 2022, with several other crews making A finals, notably the J18 coxed four finishing 4th in their event. At junior level we normally form the majority of the Yorkshire regional JIRR team.

Historically, pupils from the school have successfully competed for GB at all levels from Under 16 to full international including an Olympic gold medalist. Two girls racing against each other in the blue boats was another recent highlight. Building on these successes, the club is now in a position where international representation is again becoming a realistic prospect for the high performing rowers. Over the last couple of years we have



had representation at the Coupe de la Jeunesse and Home Countries. Having established a pathway and a culture, increasing the numbers entering the process, the GB junior programme is now integral to the seniors squad's programmes.

This post is therefore necessarily demanding and flexible with its hours and the successful candidate will be expected to accommodate such requirements: rowing events are normally scheduled to give reasonable notice in advance.

## 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.
- Pension
- Life assurance
- 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 staff 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.



## THE POST

Although the club is overseen by the Director of Sport, in practice a great deal of its organisation and day to day work will be delegated to the Head of Rowing. This post involves leading and overseeing the daily running of the Boat Club, including boat and equipment maintenance, entries into competitions and logistical planning, as well as leading the coaching staff on the water. It is a full time role with additional time required to support events and management of the rowing club

**We would welcome applications from anyone who is also able to teach a subject alongside their role as Head of Rowing, but that this is not an essential requirement of the position and we will consider all applicants who have the qualifications and experience to be Head of Rowing, whether they teach or not.**

The job of Head of Rowing is responsible in the first case to the Director of Sport, through whom all matters of an organisational, financial, or administrative nature must be cleared. The areas of responsibility are identified below, but the main tasks are to support the Director of Sport and the Head of Co-Curriculum and Partnerships in the provision of rowing in the School, to maintain the stock of equipment, to administer British Rowing (BR) membership, regatta and head entries, and to organise transport. There will also be responsibility for coaching as required.

### 1 - Key Relationships

- While directly responsible to the Director of Sport, the Head of Rowing will liaise closely with:
  - \* the Head of Boys' Games and the Head of Girls' Games, who are responsible for the day to day coordination of the Games Programme;
  - \* the Head of Co-Curriculum & Partnerships, who has oversight of the school's wider co-curricular provision;
  - \* the Senior Deputy Head and the EVC, who are responsible for the whole-school calendar and trips.
- Build strong relationships with colleagues, pupils and parents in order to ensure clarity of communication and shape rowing provision within the wider life of a busy school.
- Maintain links with Former Pupils and engage them in events and campaigns related to the Boat Club

### 2 - Budget & Insurance

- Manage the administration of the boat club budget and ensure prompt and accurate reporting of budget/expenditure to the Finance Manager when requested.
- Remain accountable for the budget to the Director of Sport and SMT.

- Carry out regular audits of the boats and inform the School Manager when there are any additions and deletions, so that the asset list is kept up to date, and insurers can be informed promptly about changes so that the insurers can be informed.
- Carry out any insurance requirements regarding rowing.

### 3 - Health & Safety / Regulatory Compliance

- Ensure H&S regulations are adhered to for all aspects of rowing operations.
- Take responsibility for the maintenance and security of the boathouse and all associated rowing equipment (boats, blades, pontoons, launches, megaphones, life-jackets, cox-boxes etc); and equipment stored within the fitness centre.
- Ensure that a rolling safety check is made on all equipment as it is used. In addition, a recorded termly safety check is made on all boats, blades, safety launches and ergometers. This is to include small repairs, upkeep of boats and blades, maintenance of adequate stocks of spares (without excess), and the reorder of those spares consumed in the general upkeep of the buildings, their surroundings, the rafts, docksides and boundaries. All material orders must go through the Estates Department.
- Ensure completion of, and compliance with, the annual BR safety audit.
- Liaise with HR over pre-appointment vetting checks required for rowing staff and any volunteers.
- Apply for appropriate authorisation from the Canal and Rivers Trust, and BR if relevant, when arranging home events on the Tees.

### 4 - Management

- Hold prime responsibility for safeguarding within the Boat Club
- Line-manage:
  - \* the boatman
  - \* rowing coaches
  - \* members of teaching staff who assist with coaching
  - \* volunteers
- assigning duties appropriately and communicating effectively, to ensure the smooth-running of the boathouse and the safeguarding and welfare of the pupils.

### 5 - Transport

- Be responsible for ensuring that the trailers are kept in a roadworthy condition, liaising with the SSI and Mechanic as necessary.
- Ensure that sufficient vehicles are booked for the various trailering and transport needs, and that coach transport is booked when appropriate, through the SSI.

- Liaise with the School Manager to ensure that appropriate insurance is in place for all vehicles and trailers.
- Be responsible, where necessary, for accommodation bookings for more distant regatta/head events and training camps.

#### 6 - Data Administration

- Maintain records of club BR membership using the BROE system.
- Submit entries for regattas and heads (having duly informed interested coaches of the available events, in sufficient time prior to entry deadlines).
- Ensure that any late substitutions are reflected in the crews entered through BROE.
- Ensure that the relevant information regarding charges to parents' extras accounts is passed to the Finance Office in a timely manner.
- Oversee administration for all GB trialists.

#### 7 - Trips

- Follow School Policies and prepare the necessary trips paperwork well in advance.
- Organise and supervise the loading of trailers for regattas and heads following Road Traffic regulations and any additional school policies.
- Be available for driving/loading and coaching for pre-season and overseas trips if required.

#### 8 - Wider School Responsibilities

- Undertake a role within the school's pastoral tutor system.
- Undertake normal staff duties by rotation, as reasonably requested by the Senior Deputy Head.

#### 9 - Teaching

**If the successful applicant is a teacher, there is also the potential for them to teach within the relevant academic department.**

- Teach up to 6-7 periods per week, being accountable for standards and learning effectiveness to the Head of Department, Deputy Head (Academic) and Headmaster.
- Undertake all associated duties such as lesson preparation, marking, reporting, attending parents' evenings as normally expected with a teaching role.

Where appropriate, the Head of Rowing may delegate tasks to other members of the rowing staff, principally the Boatman, while retaining at all times the responsibility for their completion.

The above is not an exhaustive list, the job may entail other tasks within the job holder's competence provided that they are reasonable in all the circumstances, and do not conflict with the principal role of Head of Rowing.

## THE CANDIDATE

	Essential	Desirable	Assessment
Experience	<ul style="list-style-type: none"> <li>• Experience of teaching/coaching children</li> <li>• Experience of coaching rowing at a high level</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of coaching elite sport</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>• Full Clean Driving Licence with minibus and towing entitlement</li> <li>• Relevant coaching qualifications</li> <li>• <b>If the applicant is also a teacher, relevant qualifications and experience</b></li> </ul>	<ul style="list-style-type: none"> <li>• First Aid</li> <li>• RYA Powerboat level 2 qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Qualifications</li> </ul>
Skills / Abilities	<ul style="list-style-type: none"> <li>• Excellent organisation</li> <li>• Efficient and proactive time-management</li> <li>• Effective Administration</li> <li>• Strong verbal and written communication</li> <li>• Fluent use of IT and</li> <li>• Strong numeracy</li> </ul>		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul>
Personal Attributes / Competencies	<ul style="list-style-type: none"> <li>• Commitment to safeguarding and protecting children and young people</li> <li>• Personal initiative</li> <li>• Empathy with the aims and values of the School</li> <li>• Team working and team leadership</li> <li>• Willingness to work flexible hours</li> </ul>		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul>

## 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 30th January 2023. Interviews w/c 6th February.**

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