



JOB DESCRIPTION

Post Title:	Deputy to Lead Rowing Coach	Director/Service/Sector:	Children's Services
Band:	Band 2 SCP 4 - £12.45 an hour	Workplace:	HMS and QEHS Part of HLT Tyne Green, Hexham
Responsible to:	School Rowing Lead/Executive Headteacher	Date:	May 2025
Job Description Ref:	Casual contract		

Responsible for: Supervision of student's club volunteers as directed by the Lead Coach.

Job Purpose:

Coach rowing sessions primarily on weekday evenings and weekend mornings and attend rowing events in line with the QEHS R.C. calendar. Assist with the development of the training program for the entire squad alongside the Lead Rowing Coach. Ensuring compliance to all health and Safety guidance in relation to water sport safety as outlined by British Rowing. In addition, assist with the planning and development of rowing club service and delivery.

Resources	Staff	Supervision of students and people from the volunteer body including managing technical performance, and delivering training and development.
	Finance	Deputize for Lead Coach as/when required
	Physical	Rowing boats, Minibus driving, trailers, rigging/derigging equipment, maintenance of equipment, use of Microsoft Office(own P.C./Laptop) accuracy and security of personal information e.g. address, and students lists.
	Clients	Internal (Teachers, Other Staff, other Coaches and Pupils) and external (Parents, Visitors, Members of the Public, volunteers at the club).

Duties and key result areas:

Key responsibilities linked to the roll:

Organisation

1. Deal with complex internal/external customer matters.
2. Contribute to the planning, development, and organisation of rowing club systems/procedures/policies
3. Organise school trips/events in line with Trust practice, in conjunction with the Lead Coach/School Rowing Lead.
4. Supervise, train and develop rowing club members as in line with British Rowing Development Guide.

Administration

5. Manage manual and computerized, cloud based, record and information systems.
6. Analyse and evaluate student performance information and produce reports as required by the Rowing Coach Lead/School Rowing Lead.
7. Complete and submit complex forms and returns e.g. entries and submissions for events via B.R. Club Hub/Broe2.



Coaching and Selection (in consultation with the Coaching Team/Lead Coach)

8. Coaching sculling and sweep rowing techniques on the water across a range of groups, from beginners to seniors.
9. Running land-training sessions, both Strength and Conditioning and Ergo based plans.
10. Awareness and adherence to risk assessments and health and safety guidelines, both British Rowing and the Trusts.
11. Checking the safety of all boats.
12. Assisting with general day-to-day running of the fleet of boats and associated equipment.
13. Ability to repair minor damage to boats and work with the Asset Management Team, Lead Coach.
14. To assist with race planning and delivery.
15. Under the direction of the Lead Coach, monitor weather and river safety and adjust session planning in line with changeable conditions.
16. Coach weekend sessions and land-based sessions are in accordance with QEHS R.C. needs.
17. Coach rowing sessions primarily weekday evenings and weekend mornings.
18. Deliver the pre-agreed training program for the squad under the direction of the Lead Coach.
19. Attend and coach at regattas. Where necessary deputise for Lead Coach.
20. Assist the Lead Coach in crew selection.
21. Proactively coach both rowers and coxes to encourage squad development at a crew and an individual level.
22. Liaising with coaching team to allow progression and consistency across the club.
23. Advise and assist in the rigging and maintenance of the racing fleet (note: there is a volunteer committee member(s) who have responsibility for this, Asset Management Team).
24. Assist the Lead Coach, Trust Staff and Committee of Volunteers in the recruitment of students to the club and retain existing squad membership.

Support for Pupils (Learner Centered Coaching)

25. Develop a positive rapport with pupils, staff and parents.
26. Maintain an atmosphere of mutual support and respect and appropriate standards of behavior as an ambassador for the club both on and off the water
27. Help pupils understand and work to training plans.
28. The ability to work as part of a team in a successful and dynamic School and rowing program.
29. Reporting on, and monitoring specific groups when required.
30. Support pupil development with respect to the national rowing strategies.
31. Prepare and maintain equipment and resources as directed by the Lead Rowing Coach.
32. High levels of personal and professional integrity and the ability to exercise discretion and confidentiality.
33. Assist in managing a large squad of pupils with varying ability students.

Resources

34. Assist the Lead Rowing Coach to monitor and manage rowing equipment within an agreed budget, cataloguing resources and undertaking audits as required.
35. Assist the Lead Rowing Coach/Parental Volunteers in any retail activity that takes place within the school e.g. kit sales etc.
36. Provide advice and guidance to staff, pupils and other volunteers in line with British Rowing Standards.
37. Assist the Lead Rowing Coach/Parental Fundraising Group with procurement and sponsorship of the rowing club
38. Assist designated parental volunteers/school with the marketing and promotion of the school and rowing club



39. Assist the Lead Rowing Coach to coordinate the administration of facilities including the use of school sporting facilities during off season sessions.

Responsibilities

40. Comply with and assist with the development of policies and procedures relating to:
- Safeguarding and Child protection
 - Health and safety
 - Data protection
 - Confidentiality and data protection
 - Reporting all concerns to an appropriate person.
41. Support the school's policies that ensure equality of opportunity across a range of abilities
42. Contribute to the overall ethos of the school and Work in such a way as to promote the ethos and vision of the school.
43. Establish constructive relationships and communicate effectively with external agencies
44. Attend and participate in regular meetings – both Coaches and Management Team.
45. Participate in training and development as required to support your performance in your role.
46. To be First Aider trained, safeguarding qualified and hold a Coaches British Rowing license appropriate with the role and nature of activity.
47. To undertake other duties and responsibilities as required commensurate with the grade of the post.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to adopt a professional, courteous demeanor at all times during communication with colleagues, visitors, or students. You will be supplied with Coaches kit to identify yourself.

The school will endeavor to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Work Arrangements

Transport requirements:	Minibus and trailer usage
Working patterns:	Monday to Sunday – evenings and weekends
Working conditions:	Boat house / riverside and school based
	Mainly based outside except during the indoor season

PERSON SPECIFICATION

Essential	Desirable	Assess by
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Knowledge and Qualifications



<p>British Rowing Level 2</p> <p>A passion for rowing</p> <p>Up-to-date knowledge of the rowing technique, strength and conditioning, launch driving, racing rules and rowing.</p> <p>An understanding of protocols surrounding competitive rowing.</p> <p>Good knowledge of rigging and boat set up</p> <p><i>Coaching Membership</i> of British Rowing</p> <p>Full driving license or working towards it.</p>	<p>First Aid Qualification or equivalent</p> <p>Coaching is essential.</p> <p>MIDAS or D1 training.</p>	<p>(a), (t), (g)</p>
Experience		
<p>Effectively coach rowing both sculling and sweep to a range of age groups.</p> <p>Experience of operating professionally and safely within a Junior Rowing environment.</p>	<p>Experience of rowing coaching in an educational setting would be preferable</p>	<p>(a), (i), (g)</p>
Skills and competencies		
<p>Effective use of ICT and other specialist equipment/resources</p> <p>Ability to work with children and adults.</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities.</p> <p>Able to develop a positive rapport with pupils, staff, and parents.</p> <p>The ability to work as part of a team in a successful and dynamic school Rowing program.</p> <p>Elevated levels of personal and professional integrity and the ability to exercise discretion and confidentiality</p> <p>Confidence and creativity in managing a group of young people of varying abilities in changeable conditions.</p>	<p>Experience of educational ICT systems Microsoft Office/One Drive and/or other management information systems</p>	<p>(a), (i), (t)</p>
Physical, mental and emotional demands		
<p>Concentrated periods of mental attention and the ability manage time effectively, whilst being exposed to conflicting demands.</p>		<p>(i)</p>



Physical movement of boats and trailers and other rowing equipment, loading and unloading. Physical presence on the riverside Ability to attend residential visits at National Events		
Other		
Willingness to participate in learning and development. Committed to Queen Elizabeth High and HLT's ethos and strategic vision for the school and Rowing Programme.	Evidence of having undertaken learning outside of the work place	(a), (i)

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits