



CLAIRES COURT

Application Pack

**Rowing Coach & Assistant Equipment
Manager**

Required for February 2025

Our School

Our curriculum extends far beyond the basics and offers myriad opportunities and stimuli. Your son or daughter will experience an education which equips them really well for life in an ever changing, fast paced and challenging world.

At Claires Court our aim is to develop our boys and girls to succeed in life and we achieve this by having a strong and coherent learning philosophy, called the Claires Court Essentials. This is underpinned by our Key Values and together they help develop happy young people with deep feelings of self-worth and self-belief. As an all through diamond structure school, we offer girls and boys the unique opportunity to thrive in surroundings that suit their learning and social needs best.

It is our job as educators to ensure that we provide multiple opportunities which enables access for children, builds a have-a-go mentality and develops interests in diverse areas. Whatever a child's starting point in life, developing their internal motivations to succeed is the most effective way of ensuring they will be successful as learners and collaborative members of their society.

Nursery (co-ed 2-4+) Juniors (4-11)
Senior Boys and Girls (11 – 16), Sixth Form (co-ed 16-18)



The Role

We are looking to appoint a Rowing Coach & Assistant Equipment Manager, to join our existing team, from February 2025. You will coach students from our senior girls' and boys' and the Sixth Form. This is a full-time post working 35 hours per week all year round. Rowing sessions will primarily be in the afternoon. You will also be responsible for the preparation, care and maintenance of our boat club equipment with the support of the equipment manager.

This is an exciting opportunity for a forward-thinking coach, or a competitive and passionate rower, who is committed to their own development and co-creating an engaging environment for our students to learn and progress to a national racing standard.

To be successful in this role, you must:

- Have relevant experience in a similar role, as a coach or be highly experienced and committed rower
- Be able to create a training programme for the teams you are working with
- Take full responsibility for the year groups and students you are working with
- Be patient, with the ability to inspire confidence in others
- Be able to work using your own initiative and have a commitment to working within the team
- Be skilled in building excellent working relationships with students and colleagues
- Be flexible in your approach to work, with the ability to work outside normal working hours, as some weekend and evening work will be required

Above all, you must want the very best for our students and be prepared to put their needs first. You recognise the importance of educating the whole child within a broad curricular and co-curricular programme, and of achieving high standards.

In return, we offer a positive working environment, experience within a highly successful rowing department, supportive colleagues and regular opportunities for professional development and training.



RESPONSIBILITY RESPECT LOYALTY INTEGRITY

Job Specification

Job purpose

To coach pupils and develop our rowing programme to ensure we continue to thrive as a Rowing Club within the school. To safeguard and promote the welfare of students and pupils in your care. You will also be responsible for the preparation, care and maintenance of our boat club equipment with the support of the equipment manager.

Main duties / key responsibilities:

Coaching

- Support the day-to-day running of the boat club, events, camps and training by ensuring that the juniors have an engaging programme
- To coach junior rowing at school, working alongside the existing team, ensuring that a full and structured rowing programme is delivered to the students, from beginner to national level
- Work with the Heads of Rowing and Director of rowing to develop a coaching strategy in line with the best practice in the sport and secure agreement with fellow coaches
- Develop own coaching practice on an ongoing basis
- Maintain accurate record of all students progress
- Produce academic reports for all students, as required
- To submit any administration on the correct paper systems and in a timely fashion
- Communicate clearly and in a timely fashion to pupils and parents plans for term time and holiday arrangements.

Equipment Maintenance

- Ensure equipment is prepared prior to each session
- Responsible for the care and maintenance of our boat club equipment with the support of the equipment manager

Safeguarding and Health and Safety

- You will be required to attend rowing regattas, camps and competitions throughout the year, with the responsibility of managing specific year groups
- Report all accidents and near misses, adhering to school policy
- Ensuring that the safety of pupils and staff complies with the School's Health and Safety Policies
- Conduct Risk Assessments for activities when appropriate
- Work safely for own protection and the protection for others (see also Health and Safety policy).
- Be responsible for safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security.
- Complete and attend all safeguarding and child protection training as required by the school.
- Ensure compliance with the requirements of the General Data Protection Regulation (GDPR) and the School's Privacy Notice for Staff

Due to the nature of the work the post holder will be engaging in regulated activity with children.

All responsibilities outlined in this job specification are subject to review and change from time to time.

Person Specification

The School will seek evidence of the following criteria from:-

- Application form
- Letter of application
- References
- Interview
- Qualification certificates

Knowledge and understanding	Essential	Desirable
Passionate about the role engagement in sport plays in the lives of students and pupils	✓	
Up to date knowledge of the characteristics of high quality coaching, gained through direct experience of coaching or through being coached.	✓	
Experience	Essential	Desirable
Experience in a similar role either as a coach or as a competitive rower.	✓	
Skills	Essential	Desirable
Co-create an enjoyable, challenging and effective learning environment.	✓	
The ability or desire to coach with precision in an imaginative and exciting way.	✓	
Personal qualities	Essential	Desirable
Show kindness and empathy towards all.	✓	
Strong interpersonal skills to effectively communicate with staff, parents and pupils.	✓	
Good team player, willing to make a full contribution to the work of the department and the extra-curricular programme.	✓	
Enjoy leading within your role and are keen to take on additional responsibilities in the future.		✓
Committed to the protection and safeguarding of children and young people.	✓	

Understands and is willing to uphold, the core values of Claires Court.	✓	
Well organised with high expectations of achievement and behaviour.	✓	
Must be willing to comply with all School policies and procedures.	✓	
Other		
Ability to travel to other sites, as required.	✓	



Further Information

EQUAL OPPORTUNITIES

It is the policy of Claires Court Schools to ensure equality of opportunity for all members of staff, both teaching and non-teaching.

SAFEGUARDING STATEMENT

We are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo Child Protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

In addition to an assessment of their ability to perform the duties of the post applied for, candidates invited to attend for interview should expect further discussion relating to safeguarding and promoting the welfare of children.

PRE-EMPLOYMENT CHECKS

In accordance with our Recruitment of Ex-offenders Policy, you are advised that all posts within the School will have the opportunity for unsupervised contact with children and therefore all shortlisted candidates will be required to complete a self-declaration form 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 \(as amended in 2013\)](#). This is regardless of whether any such convictions, caution, reprimand or final warning is considered ‘spent’ or ‘unspent’.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are “protected” and not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the [Disclosure and Barring Service website](#). **Having a criminal record will not necessarily bar you from working with us:** this will depend on the nature of the position and the circumstances and background of your offence(s).

APPLICATIONS

To apply, please download an application form from our website. Completed application forms may be emailed to recruitment@clairescourt.com (no agencies, please). Alternatively please post completed forms to the following address:-

HR Department
Claires Court Schools Ltd
1 College Avenue
MAIDENHEAD
SL6 6AW

Applications must be received by 8am on Monday 13 January 2025. Interview will take place as soon as possible following this date. Please apply early as applications will be considered upon receipt; we reserve the right to interview/appoint prior to the closing date.

NB: CVs will not be accepted in place of an application form, but may be submitted as additional supporting documentation.



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CLAIRES COURT HR

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