



Assistant to the Head of Rowing (Fixed Term Contract) Job Description

Relationships: The post holder is responsible to the Head of Rowing and Director of Sport.

Fundamental Task: To ensure that the safe and effective implementation of the rowing strategy at Monkton Combe School.

Specific Duties:

1. Main objectives would be ability to effectively implement the training programme to enable the development of rowers at school.
 - a. This will consist of preparing kit and running sessions
 - i. Year 9 Skills sessions
 - ii. Year 7 Rowing sessions
 - iii. Senior and Junior Games
 - iv. Activity land based training sessions
 - b. Implementing the training programme written by the Head of Rowing
2. Administration for the safe and effective programme of rowing
 - a. Such as
 - i. Drafting up Circulars from notes
 - ii. Planning and booking resources.
 - iii. Helping with Risk Assessments and other paper work for events
 - iv. Aiding the Head of Rowing with the running of the Bluefriars Head Race
3. Taking the lead for new GTAs and ensuring that their initial induction is continued
4. Coaching crews as agreed with the Head of Rowing.
5. Accompanying coaching staff and crews, where required, to regattas and external rowing events and providing them with appropriate support
6. First Aid Bluefriars centre is maintained and checked according to the school guidelines.
7. Ensuring that the Boathouses and surrounds, including the steps, are kept tidy and in good order so as to be safe for carrying of boats and equipment.
8. Maintaining the cleanliness of the truck, trailer, tents and other rowing equipment, which may mean moving equipment between boathouses, school etc.
9. Keeping the First Aid Box in the Bluefriar Rowing Centre is stocked in accordance with the guidance thereon.
10. The post holder will be expected to liaise with the Head of Rowing and the Boatman and Coaches to ensure that adequate cover is provided at all times.
11. Be part of the GTA pastoral schedule which will include but is not limited to evening duties, lunchtime registration, exam invigilation, lesson cover and reception cover.

Note:

The post holder may be reasonably required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the character of the duties or the level of the responsibility entailed.



Assistant to the Head of Rowing (Fixed Term Contract) Person Specification

	Essential	Desirable
Qualifications	Clean and Valid Driving licence	L2 British Rowing Coaching certificate L2 Powerboat Licence
Skills & Experience	Physically fit enough to move the equipment around Previous experience in rowing as coach Mindful of the need to behave appropriately and professionally at all time with pupils, their parents and peers Able to communicate well and establish firm and consistent boundaries Good playing ability and technical knowledge The flexibility and ability to coach pupils aged 11 – 18 of varying abilities	Experience with towing Driving licence Cat D1 or E1
Knowledge And Understanding	Implementing the training programme to each group of students. Sound technical knowledge and ability to communicate to students of all levels and abilities Knowledge of issues relevant to education and child development Equal Opportunities, Health and Safety, SEN and Child Protection Basic knowledge of needs of children	
Personal Attributes	Ability to work under pressure. Ability to work on own initiative with minimal supervision. A readiness to work in a School environment. Sympathy with Christian Ethos of the School.	Attention to detail. Ensure that all tasks are correct and do not need rechecking.



Assistant to the Head of Rowing (Fixed Term Contract) Terms and Conditions

- Salary** The salary will be £11,500 per annum in line with our Graduate Teaching Assistant salary scale. In addition to this you will receive free board and lodging (apart from a few days before term begins and after it ends when the kitchens are closed). The salary will normally be reviewed annually in September.
- NB: This post is a fixed term contract for twelve months and ends on 31st August 2019.
- Pension** Monkton provides access to a stakeholder pension scheme as required by law. The School will comply with its obligations under the Government's auto-enrolment scheme at the relevant time. You will be provided with details of the scheme and your right to opt out in due course.
- Holiday** You will be entitled to the usual School holidays as holidays with pay. The mid-term and inter-term holidays of the School shall be such as are specified by the Principal from time to time and, except for varying short periods normally after the end and before the beginning of terms. Public holidays occurring during term time are working days and therefore there will be no entitlement to days in lieu.
- Sick Pay** Membership of the School's Support Staff Sickness Scheme.
- Lunch** See Salary above.
- Notice** Where appropriate this position is subject to a probationary period of one term and during that time there will be a notice period of one month. Following this the notice period will be one working term.
- Medical** All employees are subject to a medical report and to undergo a medical examination, if required.
- Security** Monkton Combe School is 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 Criminal Records Bureau.



Assistant to the Head of Rowing (Fixed Term Contract) Child Protection (Safeguarding) and Including EYFS

Monkton takes Child Protection very seriously. To this end, all appointments are made subject to satisfactory DBS clearance.

The interview will include questions about safeguarding children. Monkton's Child Protection Policy includes the following information:

The framework provided is an ordered, purposeful, happy and caring community. Pupils are encouraged to develop moral discernment. High standards of behaviour are expected and young people are asked to treat others with courtesy and respect. The School sets out to create a secure basis for living in community and to achieve a balance between thoughtfulness towards others and freedom for the individual to develop his or her own personality. Good pastoral care is central to the life of the School, through the Principal/Heads, Houseparents, Tutors, the Chaplain, the Medical Centre Sister and other members of staff.

Specific Objectives

- 1 To foster pupils' educational development through all areas of the curriculum so that their self-esteem is raised, enabling them to acquire skills, attitudes and coping strategies which will help them to make reasoned decisions based upon sound judgement and valid information.
- 2 To provide a variety of opportunities for discussion with their peers and teachers in which the ground rules of confidentiality, tolerance and trust are observed.
- 3 To teach problem-solving techniques, assertiveness skills and respect for themselves and for other people. To encourage them to be responsible members of the school community, who will develop into caring adults with regard to their families and to society.
- 4 To maintain links with parents and representatives of outside agencies.
- 5 To view seriously any instances of bullying and to deal with them effectively.
- 6 To ensure that all members of the school staff understand Child Protection procedures and Prevent duties and are alert to signs of potential or actual abuse in the categories of physical injury, neglect, emotional or sexual abuse.
- 7 To have in place effective reporting and action procedures, as required by the Children Act 1989 (Pupil > Member of Staff > Designated Teacher > Principal/Head > School Medical Officer (where appropriate) > Social Services). These are set out in more detail in the policy 'Child Abuse/Protection' in this section of the Staff Handbook.

The full Child Protection document can be found through URL:

https://docs.google.com/document/d/1FZCg7yFnaQkCqR_CkmG3FgVq99YnQAg_Svrmt0FR_Ck/edit

If you are unable to access the internet, please request a hard copy.



Assistant to the Head of Rowing (Fixed Term Contract) Equal Opportunities Policy, including EYFS (Nov 15)

The Equal Opportunities Policy Statement and Policy Statement on Harassment at Work are designed to implement the commitment of the School to Equal Opportunities. It is the responsibility of every employee to ensure his or her own conduct conforms to the expected standards and reflects these Policy Statements.

The aim of the Policies is to encourage harmony and mutual respect between individuals in order to promote good working practices with a view to maximising performance.

If these Policies are not implemented, then valuable talent and potential are wasted. Moreover, when unfair discrimination, harassment, bullying or victimisation take place they bring about a climate of fear, insecurity and poor work performance. As well as being unlawful, this affects morale. The School aims to comply with all relevant UK and European legislation.

Monkton Combe School has been registered as a school with a religious character by the DfES. As such the School is able to advertise for and appoint teaching staff who have specific Evangelical Christian faith that is central to the ethos and tradition of the School. In specific circumstances this authority enables positive discrimination in favour of Evangelical Christians.

It is vital that every employee understands his or her responsibilities. Equal Opportunities are taken very seriously by the School and wilful failure to apply the Policies or evidence of discrimination, harassment, bullying or victimisation will result in disciplinary action which may include dismissal.

The Equal Opportunities Policy Statement

1. The School values the individual contribution of people irrespective of sex, age, marital or civil partnership status, disability, sexual orientation, gender reassignment, race, colour, religion or belief, ethnic or national origin. The School is committed to ensuring that no applicant for employment or member of staff is disadvantaged by conditions or requirements which cannot be shown to be justifiable. This applies in particular but not only in relation to recruitment and selection, promotion, transfer and training opportunities, benefits, terms and conditions of employment, grievance and disciplinary procedures, termination of employment including redundancies, and conduct at work.
2. All employees should be treated equally with dignity and respect. The School will use its best endeavours to provide a working environment free from unlawful discrimination, harassment or victimisation on the grounds of sex, age, marital or civil partnership status, disability, sexual orientation, gender reassignment, race, colour, religion or belief, ethnic or national origin, pregnancy or maternity.
3. The School recognises its legal obligations, including those under the Race Relations Act, Sex Discrimination Act, The Equal Pay Act, the Equality Act and the Part Time Workers legislation.
4. The School is designated as a School with a religious character by the DfES. This may be taken into account when recruiting staff when appropriate to do so. Notwithstanding this, the School undertakes to review periodically its selection criteria and procedures to maintain a system where individuals are selected, promoted and treated on the basis of their merits and abilities.
5. The principles of non-discrimination and equality of opportunity also apply to the way in which staff must treat visitors, pupils, parents, suppliers and former members of staff.
6. The School will not tolerate acts which breach this Policy and all instances of such behaviour or alleged behaviour will be taken seriously, fully investigated and will be subject to disciplinary procedures if

found to be discriminatory. The School further seeks to give all employees equal opportunity and encouragement to progress within the School.

7. The School promotes tolerance of each other and respect for each other's position within the School community, and provides positive images and role models, whilst seeking to avoid prejudices and raise awareness of related issues.
8. If an existing employee becomes disabled the School will make every effort to retain him or her within the workforce whenever reasonable and practicable with reasonable adjustments to assist in overcoming or minimising the difficulties. This may need to be in conjunction with a medical advisor.
9. Whenever reasonably practicable to do so, the School will install in existing premises facilities for people with disabilities. Whenever the School invests capital in new or refurbished premises, every practicable effort will be made to provide for the needs of staff and pupils with disabilities.
10. The School undertakes to distribute and publicise this Policy Statement to all employees and elsewhere as from time to time appropriate.
11. Any employee who believes that he or she may have been subjected to treatment which breaches this Policy may raise the matter through the grievance procedure.

Policy Statement on Harassment at Work

1. The School believes that the dignity of every person must be respected. Harassment of colleagues or pupils is unlawful and unacceptable and will be regarded as a disciplinary offence, which in serious cases, may be classed as gross misconduct, resulting in instant dismissal. The highest standards of conduct are required of everyone, regardless of seniority.
2. The School recognises that harassment may take many forms. It may be directed towards persons of either sex. It may relate to a person's ethnic origin, religion, age, sex, sexual orientation, physical or mental attributes or some other personal characteristic.
3. Harassment may involve action or inaction, behaviour, exclusion, comment or physical contact that the recipient finds objectionable or offensive. It may result in the recipient feeling threatened, humiliated, intimidated, patronised, demoralised or less confident in their ability. Condoning such conduct may be harassment in itself. The test of harassment is, at least in part, subjective.
4. Examples of unacceptable conduct include:-
 - verbal abuse, or insulting behaviour
 - sexist or racist jokes, jokes about an individual's sexual orientation or jokes about an individual's physical or mental attributes
 - the display or circulation of sexually suggestive or racially abusive material
 - bullying, coercive, intimidating or threatening behaviour
 - the ridicule or exclusion of an individual for cultural or religious differences, on the grounds of sex or sexual orientation or on the grounds of disability or other protected characteristic
 - persistent teasing or constant unfounded criticism of the performance of work tasks
 - unsolicited or unwelcome sexual advances, including touching, staring or commenting

- comments of a sexual nature about a person's appearance or dress
 - bribery or attempted bribery.
5. An allegation of harassment must not be made lightly. If it is found that an allegation of harassment has been made without foundation and maliciously, then this will also be regarded as a disciplinary offence and in serious cases may be regarded as gross misconduct leading to instant dismissal.
 6. All complaints of harassment should be made to the appropriate manager unless the complaint is regarding this person, in which case the complaint should be to that person's superior. Reference should be made to the Grievance procedure in the Personnel and Payroll Policies.

Statement to Prospective Parents

We do not discriminate in any way regarding entry and the School does not treat disabled or prospective pupils less favourably for any reason related to their disabilities than it treats those to whom that disability does not apply. We welcome pupils with physical disabilities provided that our site can cope with them. However, the Senior School in particular is situated on a steep hill and whilst every effort has been made to make it as accessible as possible for wheelchair users, there are some areas where this is not feasible due to the topography. The School will always consider reasonable adjustments to admission arrangements to ensure that disabled pupils or prospective pupils are not placed at a substantial disadvantage in comparison with non-disabled pupils. We welcome pupils with special educational needs, providing that our Learning Support Department can offer them the support that they require. However, we advise parents of children with special education needs or physical disabilities to discuss their child's requirements with the Principal/Head before he or she sits the entrance exam so that we can ensure that we can make adequate provision for him/her. Parents should provide a copy of an Educational Psychologist's report or a medical report to support their request, for example for extra time or other special arrangements.

See also Special Educational Needs policy for policy relating to pupils.