

# PANGBOURNE

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## DIRECTOR OF ROWING - JOB DESCRIPTION

Pangbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

<b>Job Title:</b>	Director of Rowing
<b>Reports to:</b>	Deputy Head Co-Curricular
<b>Department:</b>	Rowing
<b>Hours per week:</b>	Full time as required to fulfil the duties of the role which will include evening and weekend working.

### Role Summary

To lead Rowing at Pangbourne College with vision and energy, managing the team of Coaches and administering Pangbourne College Boat Club (PCBC)

### Key responsibilities:

#### LEADERSHIP AND MANAGEMENT OF PCBC

- Develop a coherent vision for PCBC, defining the goals of PCBC based around a collective commitment to progress and performance, developing a strategy to achieve this
- Ensure that high standards of coaching are delivered and resources are used efficiently and effectively through the development of a positive and supportive culture
- Lead the rowing programme and oversee the training of all squads
- Induct new coaches and carry out professional review with coaches to identify training needs, ensuring they are adequately met and that all members of PCBC are active in their own professional development
- Manage the day to day administration of the Boat Club, delegating as appropriate to ensure the efficiency of rowing at Pangbourne
- Act as line manager for the Boatman and part-time rowing coaches
- Monitor and control the rowing budget in consultation with the Bursar and DHCC
- Ensure all safeguarding aspects are monitored and implemented through the College Safeguarding team

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## COACHING AND LEARNING

- Promote excellence in coaching to ensure all students develop their potential in rowing
- Work with all squad coaches on a weekly basis to develop a consistent rowing and sculling technique
- Monitor effectiveness of coaching in all squads through regular review of squad progress, assessment of individual student progress and observation of coaching sessions
- Greet all visitors to the College in a warm and friendly manner
- Keep up to date with developments in rowing and education to ensure that best practice is adopted
- Ensure with coaches that the values of fair play, teamwork, healthy competition and respect for rules are upheld and promoted
- Co-ordinate and run the strength and conditioning sessions for the senior squad and any individual sessions for rowing scholarship holders
- Work with the Senior Coach as a Technical Coach/Assistant to the Senior Squad for Boys or Girls

## COMMUNICATION

- Represent PCBC internally and externally at meetings and committees including the The Kitchin Society
- Chair a regular (at least termly) Coaches' meetings: review performance and plan logistics. Ensure the meetings are recorded where necessary and actions implemented
- Attend weekly Co-Curricular meetings to represent rowing and keep up to date with co-curricular developments (especially sport) at Pangbourne
- Ensure coaches, parents and students have details of forthcoming rowing events and that dates of events are added to the College calendar
- Coordinate the publicity for the Boat Club:
  - Produce results reports for assemblies
  - Maintain an active social media presence for the College using the PCBC Facebook, X and Instagram accounts
  - Write reports and supply media for the College website
  - Liaise with Marketing Department to produce press releases as necessary
- Respond to emails, letters and telephone calls from parents, other clubs and schools, external bodies and the general public
- Maintain positive, courteous and proactive relations with students, parents and colleagues

## ADMINISTRATION

- Coordinate the organisation of events in consultation with the DHCC, Director of Sport and rowing coaches; coordinate transport and if necessary, accommodation at events; coordinate trailer transport of boats, liaising with the Boatman
- Oversee the organisation of the J14, J15 and Senior Easter training camps
- Liaise with the Bursary and Boatman to ensure that the Boat House and facilities are fit for purpose
- Identify future resource needs e.g. equipment purchases and agree these with the Bursar; ordering equipment as required

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- Monitor condition of all equipment and prioritise a programme of repairs in discussion with the Boatman, refurbishment and replacement; arrange for the sale of unwanted equipment
- Arrange payment of Boat Club subscriptions on pupil bills
- Ensure Pangbourne students are members of British Rowing; complete annual affiliation return and arrange payment of this; arrange annual membership returns and subscriptions; organise distribution of membership cards
- Arrange payment of annual registration of all boats and launches with the Environment Agency in collaboration with the Boatman

## HEALTH AND SAFETY

- Act as Club Safety Advisor: complete regular safety audits and liaise with the regional safety advisor in collaboration with the Boatman
- Act as final arbiter on whether crews may scull or row in the prevailing water and weather conditions
- Ensure Boat Club Health & Safety policy is implemented in rowing in consultation with the College Health and Safety Officer
- Ensure that risk assessments are carried out and monitored regularly in consultation with the College Health and Safety Officer
- Ensure coaches and students are aware of safety rules (BR Water Safety Code etc)

## GENERAL

- Set personal targets and take responsibility for own personal professional development through the College's appraisal system
- Promote equality of opportunity for all students and staff
- Maintain high professional standards of attendance, punctuality, appearance and conduct, including adherence to College policies
- Take part in training programmes provided by the College
- Undertake such other duties which may be reasonably required from time to time

## HOLIDAY ROWING COURSES

- Plan and lead all aspects of successful holiday rowing courses during the Easter / Summer holidays for current rowers and prospective pupils of the College.

## SAFEGUARDING

- Adhere to College policy on safeguarding and updating training as required
- Ensure the safeguarding and well-being of children and young people at the College in accordance with College policies

## Other

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager.

The Job Description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and College.

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This job description and accompanying documentation do not form part of the employment contract.

## **Child Protection and Safeguarding Policy**

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with the Pangbourne College Child Protection and Safeguarding Policy, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.

## **Terms and Conditions of Service**

The post holder will be required to comply with all policies and procedures issued by and on behalf of the College.

The post holder will be subject to an Enhanced Disclosure and Barring Service Certificate.

The post holder will be required to participate in the College's appraisal procedures as an appraisee and if applicable, as an appraiser.

The post holder will be required to attend statutory and mandatory training.

## **Information Security, Confidentiality and Data Protection**

During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All personal identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the General Data Protection Regulation and the College's Privacy Notice, unless explicit written consent has been given by the person identified.

## **Equal Opportunities**

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

## **Health and Safety**

Under the Health & Safety at Work etc Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the College and colleagues in complying with Health and Safety obligations to maintain a safe environment.

*It is the firm policy of the College to promote a happy, professional, yet "family" atmosphere and to develop the potential of all pupils and staff. If ever there is a need to talk over aspects of school, or indeed home-related issues, please speak to your head of department or a colleague.*