



# READING BLUE COAT SCHOOL

## VACANCY PROFILE INFORMATION PACK

### BOATHOUSE MANAGER AND ROWING COACH



**Closing date for applications: Monday 4 June 2018 at 09:00**

Interviews will be held during the week of 18 June 2018, although suitable candidates may be seen sooner.

Applications may be submitted by CV or School Academic Staff Application Form, which can be downloaded from our website "Vacancies" page [www.rbc.org.uk/vacancies/](http://www.rbc.org.uk/vacancies/)

This should be submitted with your letter of application, by email to [recruitment@rbc.org.uk](mailto:recruitment@rbc.org.uk). You will be required to complete an Application Form if invited to attend an interview.

Contact for questions about the application process should be addressed to: Mr Ian King, HR Manager, Reading Blue Coat School, Holme Park, Sonning Lane, Sonning-on-Thames, RG4 6SU.



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### BACKGROUND

Reading Blue Coat School (RBCS) is a leading independent day school with 760 pupils. Boys aged 11 – 18 and girls aged 16 – 18. The School was founded in 1646 by Richard Aldworth, a merchant of The Skinners' Company and a Governor of Christ's Hospital. The School was established near St Mary's Minster Church in Reading and was originally known by its historic name of Aldworth's Hospital.

In 1947, Reading Blue Coat School moved to the magnificent 46 acre estate of Holme Park in the Berkshire Thames side village of Sonning, four miles east of Reading, where it remains today. The ethos of the School derives from its Christian foundation and traditions, fostering care and consideration within the community. The School aims to provide a stimulating and friendly atmosphere in which each pupil can realise his or her full intellectual, physical and creative potential. Pupils are encouraged to be self-reliant and adaptable, and the School intends that they will learn the basis of good citizenship, founded on honesty, fairness and understanding of the needs of others. The curriculum provides a balanced blend of academic and non-academic activities that combine to meet these objectives.

The School employs in excess of 160 salaried staff, of whom about 50% are academic staff.

### FACILITIES

The School enjoys excellent facilities and continues to invest in the site.

Key developments over the past five years include;

- the Richard Aldworth Building, a 25-classroom block that provides first-class teaching facilities for a number of major departments including English, Mathematics, Modern Languages, Classics, Geography, Art and a common room for Middle School pupils with views over the sports pitches;
- the Sixth Form Centre;
- a Psychology and Geology Centre;
- a riverside boathouse;
- an IT Centre;
- a Design & Technology Centre;
- a Drama Studio;
- and various other amenities have been completed.

The new buildings add to an already impressive list of facilities including the Sports Complex, the Science Centre, Reception and the Messer Building.

The Governors have further ambitions for the School and we have planning permission for the next phase in our development which will include:

- a new Grounds, Maintenance and Activities Centre;
- a new Performing Arts Centre.

### ACADEMIC LIFE

The academic curriculum at Reading Blue Coat is based on the principle that all pupils should experience a broad and balanced range of basic subjects and skills. From Year 9 onwards, this range is gradually modified, by elements of choice, enabling both the interests and aptitudes of individual pupils to be reflected. Most lessons are taught initially in classes of mixed ability, although setting occurs in Mathematics and French in Year 7, Languages in Year 8 and Science in Year 10.



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Geology is also a thriving subject, with a new Geology and Psychology Centre supporting the increased levels of interest.

In Year 11, all pupils take qualifications in English, Maths and Science (all IGCSE) and a Modern Foreign Language. They also take three GCSEs from a broad range of eleven subjects. All pupils take a GCSE in Religious Studies in Year 10.

In the Sixth Form pupils can choose from a range of 24 subjects, including subjects most will not have studied before, such as Economics, Government and Politics and Psychology. Enrichment opportunities in the Sixth Form include the Extended Project Qualification (EPQ), visiting speakers and the School's own UP (university preparation) programme. Reading Blue Coat School always seeks to stretch and challenge pupils and the School's Learning Support Department ensure that pupils with specific learning needs are supported effectively.

The School's Learning Research Group ensures a sustained focus on developing teachers and pedagogical enrichment. 2017 academic results were impressive; the A Level results were Blue Coat's best ever with 82.7% achieving A\*-B and at GCSE the School has achieved 90% A\*- B five years running.

Virtually all Year 13 leavers proceed to degree courses at universities of which approximately 70% go to the Russell Group of universities. Each year, four or five students attain places at Oxbridge. In 2017 just under 90% of students achieved places at their preferred university.

### **PASTORAL**

Pastoral care focused on the individual is at the heart of the School. Reading Blue Coat's pastoral structure is based around the tutorial system within the framework of four houses: Aldworth, Hall, Malthus and Rich. All pupils are part of a tutor group that is overseen by a member of staff who is responsible for their well-being and the development of their character and intellectual curiosity. The School prides itself on mutual respect, tolerance and courtesy, and all activities seek to strengthen these values. The house system enables pupils to take part in activities that foster the development of these ideals through music, sport, drama and public speaking.

### **SPORT**

Reading Blue Coat has an enviable reputation both locally and nationally for the high quality of its sporting teams. Sport plays a key role in developing every pupil's potential – physical fitness and skill, teamwork and learning how to win and lose. Sports are coached to a very high level while providing for, and encouraging, those for whom participation rather than excellence is important. Major sports are athletics, cricket, football, rowing, rugby and girls hockey and netball. Other competitive sports include, but are not limited to, badminton, basketball, boys hockey, cross country, golf, tennis and touch rugby.

### **DRAMA, MUSIC AND THE ARTS**

Reading Blue Coat School has a reputation for drama performances of the highest quality, with an extensive programme of performances throughout the year. The main expressions of artistic undertakings at Reading Blue Coat are music, drama, public speaking and painting. Pupils' endeavours in the arts are highly successful and widely acclaimed, including internationally. Music is at the heart of the School; all boys are auditioned for the choir and many learn a musical instrument. The breadth and depth of musical and dramatic talent at the School is evident in the wide range of plays, concerts, "Swing into Summer time" – an outdoor festival of the arts, and other eclectic events that take place across the year.



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### **CO-CURRICULAR**

Co-curricular activities are designed to enable pupils to develop practical and social skills such as leadership, enterprise and communication. As part of the extensive co-curricular programme, Reading Blue Coat School offers a number of exciting options from which pupils can choose for their weekly activities session. Activities offered include Combined Cadet Force (all services), Duke of Edinburgh, Young Enterprise, Film Club, Archery, Creative Writing and Journalism.

### **COMMUNITY**

Reading Blue Coat pupils are encouraged to be aware of their place in the wider world and to show consideration for all those with whom they come into contact. These principles are based on the ideas handed down by our founder, Richard Aldworth. Today the School has strong links with the wider community and pupils have many opportunities to engage with the world beyond the School gates. The Sports Leaders programme is particularly popular, as it prepares Sixth Formers to go out into primary schools in Sonning, Caversham and Maidenhead to coach a number of sports. Reading Blue Coat's Primary Schools Placement programme also gives pupils the opportunity to assist with tuition in Maths, English and languages in local primary schools and A Level Philosophy pupils have delivered an introduction to Philosophy in a nearby school. Further afield, the School has an established partnership with a school in Ghana.

Further information is available on the School's website at [www.rbc.org.uk](http://www.rbc.org.uk).

Contact for questions about careers at the School and the application process should be addressed to: Mr Ian King, HR Manager, Reading Blue Coat School, Holme Park, Sonning Lane, Sonning-on-Thames, RG4 6SU or by email to [recruitment@rbc.org.uk](mailto:recruitment@rbc.org.uk)



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### BOAT CLUB

Reading Blue Coat School is situated on the river Thames and we have a four kilometre long, quiet stretch of river on which to train. A spacious Boat House is located on the School grounds on the Thames embankment and houses our state of the art rowing equipment.

The Boat Club has grown significantly over the last decade and plans to continue to grow. There is an enthusiastic team of coaches and the athletes are keen to learn and fun to work with.

Numbers in the Boat Club are very healthy and there are currently two Vllls in the senior (sixth form) age group and at least two good Vllls in each of the other year groups.

The activities of the Club are supported by the Friends of Boating, an enthusiastic and determined group of parents, who generously augment the budget made available to rowing by the School.

Blue Coat have qualified for the Henley Royal Regatta for the past thirteen years and Blue Coat crews have reached the finals and been victorious in a number of events in the National Schools' Regatta, and achieved podium positions at the Schools' Head. Blue Coat crews take part in a large number of regattas, especially locally.

Crews also travel overseas to train and compete, with recent trips undertaken to Boston, USA and Ourense, Spain.

Pupils can take rowing as an option in Games from Year 9. Each year group has its own games afternoon. Rowing training regularly takes place after school and on Saturday mornings.

Over the summer the School hosts a number of public rowing camps.

For an informal telephone conversation about the role, contact Rob Edmondson, Head of Rowing, on 0118 933 5889 or email [rge@rbc.org.uk](mailto:rge@rbc.org.uk)



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## JOB DESCRIPTION

### **BOATHOUSE MANAGER AND ROWING COACH**

Line Manager: Head of Rowing

Department: Rowing

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#### **Main Purpose of the job:**

The job holder will work closely with the Head of Rowing, managing and maintaining the boathouse and the extensive stock of boats, and delivering a comprehensive and high standard rowing programme, both recreational and competitive, including national events.

#### **Main Responsibilities:**

##### **Coaching**

- Coaching on games afternoons as well as after school and on Saturdays.
- Coach at regattas and head races, both rigging boats, launching boys for racing and helping them in once they have raced.
- Coach a squad and if required to take responsibility for a year group.
- Mentor less experienced coaches as and when new staff join the coaching team.
- Maintain contact with pupils and staff and support the Head of Rowing with planning and management of each.

##### **Rigging**

- To have a sound understanding of the principles of rigging and be able to rig boats and blades accurately as directed by coaches.
- Fitting, maintenance and upkeep of the telemetry equipment.

##### **Maintenance of Boats and Blades:**

- Ensure the boats and ancillary equipment are maintained in a water-worthy condition, in accordance with the British Rowing water safety code.
- Carry out minor repairs to boats, including repairs to fittings and the patching of small areas of damage.
- Carry out major repairs to boats using glass fibre. This may involve outsourcing the repairs to manufacturers, in agreement with the Head of Rowing.
- Paint blades and complete minor repairs where necessary.



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- Liaison with person in charge of kayaks, with regards to storage.

### **Maintenance of Boathouse:**

- Ensure the boathouse is kept clean, tidy and safe. Equipment is to be stored in the correct manner and in an orderly fashion and where there is any doubt please refer to the Head of Rowing (who has overall responsibility for safety).
- Ensure that there are sufficient supplies of spare parts for the current fleet and they are kept in an organised manner.
- Keep the boat club tools in good order and replace when necessary

### **Launches**

- Ensure that the launches are maintained in a good condition.
- Maintain a sufficient stock of petrol and oil and pass receipts on to the bursary on a monthly basis.
- Maintain safety equipment on the launches in conjunction with Head of Rowing.
- Arrange servicing and repairs when required.

### **Trailer**

- Load and tow the trailer to and from regattas.
- Ensure that the boat clubs trailer is kept in good order, completing minor repairs and taking it to the garage when necessary.
- Manage the loading and unloading of trailers, both at school and at regattas.
- Ensure that the tool box and all necessary spares are loaded in the trailer before departure.
- Collect and make deliveries of equipment, be it boats, launches or other items.

### **Truck**

- Arrange maintenance and taxing of the truck in conjunction with the Assistant Bursar.
- Refuelling of the truck.
- Regular checks, including water, oil and tyres.
- Account for all expenditure.

### **Administration**

- Assisting the Head of Rowing with Boat Club administration. This will include British Rowing registration, planning and arranging transport of rowers, rowing kit



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procurement, regatta entries, preparation of risk assessments and catering liaison. Aiding the planning for events, regattas and training camps.

- Monitor and manage Boat Club Staff and/or external coaches in the absence of the Head of Rowing (e.g. during teaching hours)
- Maintain Old Blue rowing connections and Aldworthian Boat Club.
- Use FMS (Supplier management system) as directed.

### Safety

- Safety must be the boat clubs top priority and the successful candidate will support the Head of Rowing and the Coaches with all the safety regulations on and off the water.
- Ensure all petrol and oil is correctly stored.
- Manage and keep up to date the Repair logbook.
- Maintain COSHH information for all relevant articles in the Boat House.
- Report incidents on the British Rowing website using the incident logbook.
- Maintain the safety equipment within the boathouse, on the launches, in the truck and in the trailer.
- Complete and maintain Risk Assessments of Boat Club facilities.
- Complete and maintain the yearly British Rowing Safety Audit.

### Additional Duties

- To act professionally and with good conduct at all times.
- To undertake such other duties, as detailed by your line manager, that may from time to time be required to ensure the smooth running of the school.
- The post holder is responsible for promoting and safeguarding the welfare of pupils at the school.
- The post holder is responsible for using technical and operational knowledge to ensure a safe environment

*Please note that this Job Description is not exhaustive and the employee may be expected to undertake additional duties if required.*



# READING BLUE COAT SCHOOL

## PERSON SPECIFICATION

### BOATHOUSE MANAGER AND ROWING COACH

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. It is expected that the successful applicant will have and can demonstrate:

#### Essential

- Enthusiastic and energetic.
- Have a love of rowing.
- Work well in a team environment.
- Experienced and able coach with an ability to work with a wide variety of athletes (including the youngest athletes, complete beginners and the senior squad when necessary).
- To have a sound knowledge of rowing and sculling techniques.
- Ability to work with rowers of all abilities.
- To have a sound understanding of the principles of rigging and be able to rig boats and blades accurately as directed by coaches.
- Excellent communication skills.
- Able to communicate well with parents, pupils and staff.
- Trustworthy and reliable.
- Prepared to work in all weathers.
- Self-motivated.
- Good attention to detail.
- Able to work autonomously and on own initiative.
- Hold a full, valid driving licence and able to tow a trailer

#### Desirable

- UKCC Rowing Level 2 qualification.
- Previous experience of working in a school.
- Licenced to drive a minibus.
- Able to maintain the trailer.



## READING BLUE COAT SCHOOL

### **SUMMARY TERMS & CONDITIONS OF EMPLOYMENT AND BENEFITS**

- **Contract Status:** Full Time, Permanent contract. Although the role can be considered as term time only plus some additional weeks during school holidays to support the rowing programme and events. Commencing on Tuesday 28 August 2018, or as soon as possible thereafter.
- **Salary:** Negotiable dependent upon qualifications and experience. Annual salary is paid by bank transfer on the 25th of the month, or next working day thereafter, in 12 equal payments throughout the year.
- **Place of Work:** Reading Blue Coat School, Sonning on Thames, Berkshire
- **Working hours:** A total of 40 hours per week. Monday to Friday 10:30 to 18:00 with half an hour for lunch (unpaid), Saturday 07:30 to 12:30. Hours will vary to suit during school breaks (e.g. no Saturday commitments).
- **Leave entitlement:** Your holiday entitlement is 6.6 weeks (i.e. 33 days) per annum (pro rata to contracted period of service in year of commencement/leaving), and inclusive of public and bank holidays. Holiday year runs from 1 April to 31 March annually. Holidays must be taken during school breaks.
- **Pension:** A contributory employer's pension scheme is available (5% employee contribution; 8% employer contribution)
- **Meals:** Lunch and refreshments are provided free by the School.
- **Parking:** Free Car parking is available on site
- **Child Care:** Tax saving Nursery Partnership Scheme is offered by salary sacrifice to reduce employees' child care costs.  
Child Care Voucher Scheme offered by salary sacrifice.
- **Fee Discounts:** Reduction in RBCS school fees for employees' children offered after 6 months service.
  - 50% reduction for all full time staff, pro-rated for part time staff
  - Fees (from 1 September 2017) are currently £5,373 per term
- **Sports facilities:** Membership of the School Sports Centre with access to fully equipped gym and swimming pool
- **Professional Development:** Strong commitment to support professional development.

Full details and terms and conditions of employment will be issued if an offer of employment is made.



# READING BLUE COAT SCHOOL

## POLICY STATEMENT

### CHILD PROTECTION

- Reading Blue Coat School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- This post may involve unsupervised contact with children and young people.
- The successful candidate will be required to undertake the Disclosure & Barring Service (DBS) enhanced criminal records clearance process.

### Interview

- The selection process will test and assess the above issues. As required by regulation, the interview will be based on;
  - 'competency questioning',
  - and where appropriate will address: the candidate's attitude towards children and young people;
  - his/her ability to support the School's agenda for safeguarding and promoting the welfare of children;
  - gaps in his/her employment history;
  - Concerns or discrepancies arising from the information provided by the candidate and/or a referee.
- In addition to the candidates' ability to perform the duties of the post, the interview will also explore related issues including:
  - motivation to work with children and young people;
  - ability to form and maintain appropriate relationships and personal boundaries with children and young people;
  - emotional resilience in working with challenging behaviours;
  - Attitudes to use of authority and maintaining discipline.

### Recruitment, selection and disclosure policy and procedure

- Candidates are advised to read the School's policy on recruitment, selection and disclosure before submitting an application for employment. This can be downloaded on the School website, "Vacancies" page.