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| **Job Title** | Head of Rowing |
| **Reports to** | Director of School Sport |

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| **Job Purpose** |
| Eton College is seeking to appoint a Head of Rowing. The successful candidate will work with a number of ‘Masters in Charge’ (MiCs) of sports who collectively oversee the day-to-day running of the Eton College Sports Programme, reporting to the Director of School Sport (DoSS). The role will involve line managing all rowing staff, developing an effective strategy for the Eton College Boat Club (ECBC), managing the budget, overseeing the training programme and personally coaching a crew. They will be the first point of contact for any matters related to rowing both internally and externally.  Rowing is one of 24 sports that boys can compete in at Eton. It will be the job of the Head of Rowing (along with other MiCs) to support the DoSS in maintaining balance, opportunity and challenge within sport at Eton, with education being at the very centre of the programme. Participation, performance and enjoyment are key factors in all that takes place and are criteria against which success is measured. In order to achieve success, those in charge of sports must have, or must gain, an excellent understanding and knowledge of the workings of the school as a whole – not just the sport that is their primary focus.  Eton College has one of the largest, best-equipped and most successful junior rowing programmes in the world. Well over 300 boys from the age of 13 to 18 choose to row each year and we are committed to giving each of them the best possible experience of the sport within the framework of an Eton education.  This role is due to commence in September 2025, or earlier by mutual agreement, and accommodation will be provided. Further details of this will be discussed at the time of appointment. |

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| **Key Tasks and Responsibilities** |
| The nature of the position means you will need to be flexible and undertake a variety of tasks. An overview of the role is outlined below.  Management of the Boat Club   * Work closely with the DoSS to continually develop and enhance the school’s rowing programme in line with Eton’s sporting philosophy. * Line-manage all the ECBC staff, including teaching staff, those who are employed to work in the Boat Club on a permanent basis, and casual coaches. * Collaborate with a variety of key stakeholders across the school and with external stakeholders to assist in the smooth running of ECBC. * Manage the Club finances, including budgeting and control of various sub-funds, liaising with the DoSS and/or finance department where necessary. * Liaise with the Dorney Boat Club staff about outreach activities and the Summer Schools rowing courses. * Oversee the Procession of Boats on the Fourth of June (a major College event). * Attend to other matters relating to ECBC. These may include but are not limited to: liaising with the Dorney Lake staff about scheduled events at the lake; keeping relevant information up to date on the Eton College website, parent portal and other websites/systems; overseeing the ordering of equipment and instructing repairs to boats; overseeing the ordering, distribution and charges for ECBC clothing.   Coaching   * Oversee the coaching programme across the whole club, including the 1st VIII. * Personally coach a crew. * Support the training and development of internal coaches and liaise with the Director of School Sport on the appointment of external coaches. * Recommend to the Head Master, via the DoSS, the coach of the VIII on a three-year basis. * Ensure that crew selection policy is transparent and that all coaches are aware of relevant school guidelines in this regard. * Work with the DoSS to construct the fixture list. * Plan the annual programme of training camps and rowing tours in line with relevant school policies, working with the rowing professional when doing so. * Attend training camps, both in the UK and abroad, and help with driving a trailer of boats when required. * Oversee the Internal Rowing programme working closely with the MiC of Internal Racing. * Guide boys through the GB rowing trials procedure, accompanying boys if necessary. * Liaise with representatives of US rowing programmes and advise boys on applying to US universities based on their rowing ability when required to do so.   Health & Safety and Safeguarding   * Be responsible for all Health and Safety aspects of Eton College Rowing, including, but not limited to: working with the Health and Safety Office to review all rowing risk assessments and to schedule annual inspections of the boathouses; being the boat club safety officer registered with British Rowing; overseeing the safety and cleanliness of all ECBC boathouses; overseeing the maintenance and transportation of the College’s fleet and equipment; continually reinforcing boys’ awareness of appropriate safety and conduct when involved in rowing (including travel to and from the rowing lake); keeping the Environmental Agency licenses for the ECBC fleet of boats up to date. * Commitment to safeguarding and promoting the welfare of children; * Where required, undertake regulated activity, such as unsupervised contact with children, ensuring that safeguarding procedures are followed by providing safe and effective care at all times; * Commitment to and promotion of equality, diversity and inclusion; * All positions at Eton are classed as ‘regulated activity’ as per the Keeping Children Safe in Education 2024 guidance, therefore a good understanding of safeguarding procedures is essential; * Commitment to safeguarding and promoting the welfare of children, including but not limited to, completing safeguarding training as required, and ensuring any safeguarding updates issued by the College are read and understood; * Understand and comply with procedures and legislation relating to confidentiality   Whole School Responsibilities   * Work with the DoSS in assisting with the school’s wider sporting programme. * Work as an assistant in a boarding house(s). * Carry out other school wide duties as appropriate. |
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| **Skills, Qualifications and Competencies Required** |
| To be successful in this role, you will need:   * A passion for rowing within a boarding school environment and excellent pastoral instincts when dealing with students; * Demonstrable experience of strong interpersonal skills when managing a team in order to bring the best out of others; * Prior experience of working with varied and demanding stakeholders, ideally within the academic sector, and the proven ability to adapt your style to successfully build relationships and collaborate with a wide range of people; * A proven track record as a successful coach; * Considerable experience with modern telemetry equipment; * A full driving license which qualifies you to tow a boat trailer; * Experience of coaching pupils aged 13-18 would be advantageous.   You may enjoy this role if:   * You enjoy working at a high tempo and dealing with a variety of complex situations, finding creative, compliant and pragmatic solutions to challenges; * You are a great communicator – you enjoy engaging with a variety of people, and you are able to adapt your style to meet their different needs. You are skilled at settling differences and winning concessions without damaging relationships, and you can be direct whilst remaining diplomatic; * You’re keen to share your knowledge with your team and develop them; * You are naturally collegiate and considerate of the motivations of others. You want to enhance what we do and will help others to adopt to the or adopt the same approach; * You have a positive approach and high levels of resilience; * You are able to challenge established views and have the ability to inspire stakeholders at all levels.   **Working Pattern**   * Given the nature of this role, the exact hours of work are undefined and will fluctuate at different points in the year. However, it is anticipated that the post holder will be expected to work full time over six days (Monday to Saturday inclusive) during Eton College term time plus three days at the start of each term (approximately 33.5 weeks of the year). The exact hours of work will be by mutual agreement with the Director of School Sport, and there may be occasional Sundays where the post holder is required to work; * The post holder will also need to attend various rowing events across the course of the year, which includes but is not limited to rowing camps, competitions and GB trials. Exactly how these hours fall will be communicated to the post holder in advance; * The School’s holiday year runs from 1 September to 31 August, and the post holder is entitled to 5.6 weeks of paid holiday each year (inclusive of bank holidays). The post holder must use all their entitlement during the first arising periods of school holidays, provided they are not the periods where they are required to work; * As the post holder will manage some staff who work over 52 weeks of the year, they will be required to be ‘on call’ during periods of Eton College school holidays. How this is handled will be by mutual agreement with the Director of School Sport. |

**Disclosure Checks**

Eton College 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, but not limited to, reference checks with past employers, an Enhanced Disclosure from the Disclosure and Barring Service (including Barred List information), an online search and, where applicable, Prohibition checks. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS. The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered as “spent” under the Act) must be declared, subject to the DBS filtering rules. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College.