



JOB DESCRIPTION Kayak Coach

Part time - 15.5 hours per week, term time only

Reporting to: Head of Outdoor Education

About Cokethorpe School

Cokethorpe is an HMC and IAPS, independent day school providing a liberal education to boys and girls from the age of four to eighteen. Situated in 150 acres of beautiful parkland just ten miles outside Oxford, the School has a strong reputation for providing a rigorous, broad curriculum underpinned by a firm belief in the principles of a liberal education, and a knowledge that all pupils have the capacity for excellence if encouraged to be ambitious and take responsibility for their learning.

The School benefits from its own golf course, climbing wall, shooting ranges, bushcraft area, two astroturf pitches and multiple sports pitches around the site.

Kayaking at Cokethorpe

As a mainstay in the Games programme, kayaking is a popular option for pupils at Cokethorpe. Weekly sessions make use of the direct access onto the River Thames from the newly developed boathouse. The School has a strong history of marathon kayaking and is developing more recreational paddle sports activities. Paddling at Cokethorpe does not just focus on the successes of our pupils who enter the Devizes to Westminster Canoe Race but also offers introductory sessions and canoe journeys. We are looking at expanding our offering, for the right candidate there is an opportunity to support this growth.

Job Description

We are looking for a motivated and engaging candidate to help support the delivery of Paddlesport Games sessions throughout the Term. Reporting to the Head of Outdoor Education, they will support the safe running of water based activities, including planning of sessions, maintenance of equipment and

organisation of groups. Sessions will vary depending on the season/group and consist mainly of marathon racing training in the Michaelmas Term, introductory sessions in the Summer Term, and development sessions in canoe and kayaks in the Lent Term. Experience with marathon kayaking training and the DW is not essential but advantageous.

For the right candidate, there will be scope for additional year round work as part of the Outdoor Education department through DofE, Cokethorpe Camps, outreach, AOB's and international expeditions.

Main Responsibilities

- Delivery of Paddlesport Games sessions
- Registration, organisation and safeguarding of groups and pupils
- Always ensuring the safety and welfare of pupils and participants
- Preparation, upkeep and monitoring of safety and group equipment
- Maintain high professional standards of technical practice and safety in line with Cokethorpe School policies
- Liaison and communication to the Head of Outdoor Education
- Attending inset and CPD training.

Skills and Qualifications Required

- BC Coach Sheltered Water qualification or equivalent
- First Aid award (16 hr)
- Experience in multiple craft (kayak and canoe as minimum)
- Flexible approach and 'can do' attitude
- Ability to work alongside range of staff and coaches
- Ability to deliver inspirational paddle sessions to children.

Desired

- Racing Kayak Experience
- Additional BC qualifications (Canoe Leader, SUP)
- Experience delivering paddle awards/personal performance awards
- Driving license
- D1 Entitlement
- Other outdoor qualifications.

Appointment of Staff

To apply

Applications must be submitted on the official support staff application form and sent to Mrs Sophie Crossley, Head of Human Resources, Cokethorpe School, Witney, Oxon OX29 7PU or by email to recruitment@cokethorpe.org.

Application forms can be sent to applicants by post on request or can be downloaded from the School website www.cokethorpe.org.uk. Please email recruitment@cokethorpe.org with your name and address and the position you are interested in or call the school office on 01993 703921.

Hours:

The timings below are when kayaking sessions take place during term time. This includes additional time either side of sessions to allow fulfilment of all duties. Further scope to increase these hours for the right candidate would be considered.

Monday 1030 – 1430

Upper Games, Lower Games - 4 hours

Wednesday 1230 – 1700

Upper Games - 4.5 hours

Thursday 1130 – 1430

AOB - 3 hours

Friday 1030 – 1430

Lower/Senior Games - 4 hours

Salary:

This will be dependent on experience, qualifications and training requirements. The rates for this role vary from £15 to £30 per hour.

Appointment Dates: September 2023 start

Terms of Appointment

Shortlisted candidates will be interviewed and written documentation recorded. Any gaps in employment history will be fully investigated. Safe recruitment procedures are followed and members of the Senior Management Team are accredited by the Oxfordshire Safeguarding Children Board/NSPCC for recruitment. Child protection awareness is an integral part of the

induction programme for new members of staff.

Following acceptance of an offer of appointment, a formal contract of employment will be drawn up. The following notes provide guidance, without prejudice, on the likely main provisions of the agreement.

Recruitment Checks

The School is committed to safeguarding and promoting the welfare of children. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature. Having a criminal record is not necessarily a bar to employment; it will depend on the nature, circumstances and background of the offence. Our policy on the employment of ex-offenders is available on the vacancies section of the School's website.

All employees are expected to undergo child protection screening and appointments are subject to a satisfactory enhanced Disclosure and Barring Service check and other pre-employment screening. This includes receipt of at least two references satisfactory to the School, medical fitness, qualifications check where relevant for the post, the right to work in the UK, an identity check and an overseas police check if the applicant has worked abroad within five years from the date of appointment.

