



## Job Description

### Resident Graduate Assistant/Rowing/Sports Coach

The Job Description is not intended to be an exhaustive list of responsibilities but should accurately represent your professional contribution to Monmouth School for Girls. Your Job Description should be reviewed as part of the Performance Review Process.

**Responsible to:** Houseparents and Head of Rowing or Director of Sport, PE and Dance

#### Summary of the Role:

##### ***Resident Graduate Assistant***

As a Graduate Assistant, your primary responsibility will be to assist in the boarding houses, School House (ages 7 – 12), Twiston Davies (ages 12 – 16) or Augusta House (Sixth Form). You will have evening duties and weekend duties in any of the houses and will also be expected to carry out administrative tasks too.

A significant part of your role will involve supporting and leading activities as part of our extensive Weekend Programme of activities. You will also be attached to appropriate academic and/or administrative departments, according to your own skills and interests and the School's own needs. Areas of particular interest to the School include: sports coaching and the performing arts.

You will work for up to 5½ days with appropriate breaks and will have at least one free day in the week. Accommodation will be provided by the School at a rent of £100 per month and you will be expected to sleep in this accommodation during term time. The accommodation is also available during the school holidays (without meals).

##### ***Rowing Coach***

To provide rowing coaching to year 9 girls, assisting and supporting the Head of Rowing.  
To attend Year 9 (J14) events within the MSGRC racing calendar subject to boarding duties.

##### ***Sports Coach***

To participate in a busy sporting programme providing the highest standard of coaching and guidance to your sports discipline.

#### Main duties and responsibilities

##### ***Resident Graduate Assistant***

1. Carry out administrative work in the Boarding Houses
2. Morning and evening duties in the Boarding Houses
3. Overnight and weekend supervision in the Boarding Houses
4. Prep study supervision
5. Assist with co-curricular activities
6. Work alongside the School Nurse to provide support and take students to medical appointments
7. Airport transfers accompanying boarders
8. Attend weekly boarding meetings
9. Any other duties which may be required from time to time by the School
10. Carry out tasks and activities within a teaching department

### **Rowing Coach**

1. To promote excellence in coaching and learning to ensure all girls develop their potential in Rowing and are fit and equipped for life beyond school, including International representation
2. To exemplify in own practice the skills of coaching and learning typified by lead professionals and ensure that good practise is shared throughout Rowing
3. To provide coaching of rowing to girls in Year 9 in Games lessons, and three after school sessions and on Saturday mornings
4. To monitor girls' performance and ensure all rowers maintain high standards
5. To keep up to date with developments in rowing and education of girls in general to ensure that best practice is adopted
6. To ensure that the value of fair play, teamwork, healthy competition and respect for rules are upheld and promoted and that racing/training kit is correctly worn
7. To assist in the coaching and organisation of planned MSG holiday rowing and be available for opportunities for the School Rowing Club to compete during the School holidays. A Year 9 Development training camp is held during the October half term which you are expected to attend
8. To prepare and maintain weekly training programmes for Year 9 with the Head of Rowing. Including river work, ergos, runs, circuits and core sessions
9. To assist in the writing of end of term school reports and attend Parents' evenings.
10. To attend the weekly rowing meeting
11. To ensure, so far as reasonably practical, that the safety and security of MSG pupils undertaking rowing activities is never compromised
12. To offer pastoral care for girls when away on camps and events

### **Sports Coach**

1. To plan structured coaching sessions in liaison with the Director of Sport, PE & Dance and other department staff
2. To ensure that the activity within each session offers progressive development towards defined goals
3. To ensure that all sessions / activities take place in a safe environment with due regard to Health & Safety requirements and in accordance with the schools Health & Safety policy
4. To ensure equity in sport and promote fair play, abiding by departmental policies
5. To be responsible for the collection and care of sports equipment
6. To report accidents and incidents to the Director of Sport, PE & Dance
7. To be committed to continuous professional development relevant to the post and post holders own training needs
8. Maintain a current knowledge of governing body programs and policies and practices
9. To promote the work and image of Monmouth School for Girls and Monmouth School Girls' Prep by always maintaining high standards of personal appearance and adopting a friendly, professional approach
10. To uphold all the policies, in particular Safeguarding, pertaining to working at the Haberdashers' Monmouth Schools
11. To select and publicise teams via the dedicated school sports website and internally
12. To accompany fixtures when required
13. Ideally to be able to drive a people carrier