



# Royal Grammar School

Amersham Road, High Wycombe, HP13 6QT

Website: [www.rgshw.com](http://www.rgshw.com)

A selective day and boarding school for 1375 boys

## Head of Rowing

Single accommodation may be available

Applications should be made to the Finance and Resources Director, Chris Hall, by **Wednesday 24 April**, by email to ([dmc@rgshw.com](mailto:dmc@rgshw.com))

The selection process is outlined within this pack.

**The Royal Grammar School is committed to promoting the safety and welfare of all pupils.**

**Appointment is conditional upon at least two satisfactory references.**

**All staff are required, before taking up post, to undertake an enhanced criminal record check through DBS.**

## Information for Candidates





## FROM THE HEADMASTER

Thank you for your interest in RGS, High Wycombe – a selective day and boarding school for 1375 boys.

With its origins in the 13th Century, the Royal Grammar School, High Wycombe, was granted a Royal Charter by Queen Elizabeth I in 1562. Much has changed since, but RGS continues to enjoy a reputation as one of the leading state selective schools in the country having been consistently rated 'outstanding'.

I feel very privileged to lead RGS, a school offering an outstanding all-round education for able boys aged 11–18 years. We have high academic standards, excellent examination results and consistently feature as one of the top 60 state schools in England. Almost all students progress to university with 18–20 attending Oxford or Cambridge each academic year. We offer a huge range of co-curricular experiences, the extent of which is, I believe, unparalleled in the state sector. This is achieved due to the commitment of staff and we expect our colleagues to play their part.

We are seeking to appoint innovative staff who will contribute towards a high quality teaching and learning experience underpinned by our RGS Ethos of Learning. We pride ourselves on exceptional pastoral care, which ensures that, in a large school, every boy is known as an individual.

We encourage all Wycombiensians to be self-confident, positive, healthy and inquiring young men acquiring the qualities of tolerance and respectfulness embodied through a modesty of manner. This is, in part, achieved by the role models that our staff become.

Most of our students are day boys. Boarding, however, has a unique capacity to shape the lives of young people and RGS offers this provision to 70 boys as one of 40 state boarding schools. Full, weekly and day boarding is on offer and plays a significant role within the life of the School.

Above all, we seek to give our boys the tools to be the inspirational leaders of tomorrow as they embark on careers of distinction, influence and service.

I am delighted that you are considering joining us.

Best wishes

Philip Wayne

## [Media Video](#)





## Departmental Information

### Head of Rowing

#### Background

The RGS is an outstanding boys' grammar school in High Wycombe. The school caters for boys aged 11-18 and has an outstanding reputation both academically and for sport. We are looking for to appoint a part-time Head of Rowing. The Head of Rowing will be responsible for the senior boys and will be assisted by three junior rowing coordinators for the younger boys. The post will be available from April 2019.

RGS High Wycombe Boat Club is based on the water at Longridge Activity Centre, Marlow, which provides a 5km stretch of water for training between Marlow and Cookham; the boys also have access to facilities at the school for land training. Rowing is a popular co-curricular activity at the school but is not a curriculum sport. Training takes place after school and at weekends.

There has been a rowing club at the school for more than 65 years, but the club was revitalised by the involvement an Old Wycombiensian and Commonwealth Gold Medallist who ran the club with the support of volunteer parent coaches for 12 years. Since 2016, the club has been led by a paid part-time coaching team.

The school club, although small for many years, has medalled at the Scullery, National Schools Regatta and British Junior Rowing Championships. The school has twice represented GB in the annual GB vs France match: a J16 Quad in 2014 and a J16 double in 2016. Several boys have been selected for further training following the Junior GB trials. Two old boys of the school have rowed in Oxford Isis boats.

The school annually runs a successful Easter Learn to Row course for J13s. In the last five years, the course has attracted a significant number of boys as a result of the club's successes. This year 36 boys have signed up for the Learn to Row group In 2019/20 the club will consist of around 17 J14s, 15 J15s, 10 J16s and 10 J17/J18s. The majority of the senior boys have been sculling since they were J13s.

The club has an octuple, three coxless quads, four coxed quads, five doubles and five singles. Some older boys have private singles for their own use. In the autumn and early spring term, the rowing club use the cricket pavilion into a training space for land training; the club already fourteen ergos. The boys also use the school gym supervised by the strength and conditioning team.

The club is actively supported by a "Friends of Rowing" group who fundraise for the club and support the boys providing practical help with boat maintenance, trailer towing and transport to events. The club is funded through parental donations.

#### Optional Additional Role

In addition, we are able to offer ad-hoc posts as cover supervisor (£11.75 per hour) and lettings assistant (£8.62 per hour) should you be interested in additional work whilst not committed to rowing.

## Purpose of Role

To have overall responsibility for the coaching at RGS rowing with a specific focus on training the J16 to J18 squads.

## Outline of Role

The Head of Rowing is responsible for

- for the whole club programme, including race planning and crew selection
- the J16-18 squads, ensuring high standards of training and welfare
- working with the Junior Rowing Coordinators to maintain high standards in all areas relating to training and performance
- providing a point of contact for rowers and parents with the coaching staff.
- working with the parent volunteers on transport and equipment

## Personal attributes

It is essential that the Head of Rowing has the self-confidence to direct the senior rowers and to communicate their plans to parents and to other interested parties.

They must be able to support the junior rowing coordinator(s) in their decisions.

They must have considerable experience rowing or coaching to a high standard in order to impart the necessary lessons upon the rowers.

They must have a desire to succeed tempered by a sense of fairness and responsibility for the mental and physical welfare of the rowers.

## Qualifications

Rowed and/or coached for at least 5 years, and performed well at a national level. Must have interest in remaining with the school for at least two years and ideally a British Rowing Level 2 Coaching qualification.

Must have a current driving licence.

### Advantageous:

- First Aid Certificate
- RYA Power boat level 2 certificate
- Minibus driving experience
- Basic boat maintenance skills

## Accommodation

The school owns property which provides low rent accommodation; this may be available but cannot not guaranteed.

## Coaching sessions

The club operates out of school hours after school and at weekends.

- The boys travel from school on weekdays, leaving at 3.45pm with sessions finishing by 6.00pm.
- Weekend sessions are usually 8.00am to 12.00pm..
- Weekend afternoons are used by the juniors to avoid clashes with other sports and to better utilise equipment.
- Training continues over school holidays but not the main summer break, or the February half term
- During school holidays, e.g. half terms & Easter, training will take place in the mornings.
- The Easter break is ring-fenced with J13 Easter courses alongside main squad training.
- The club tries to compete once a month on average

Our current coach has worked around 1000 hours over the course of the year including regattas and some administration.



## Head of Rowing Job Description

### As Head of Rowing

#### General Responsibilities

- Devising, publishing and implementing a rowing programme for the whole club senior crews, assisting junior coaches to implement junior programmes.
- Devising, publishing and implementing a written selection policy for all crews.
- Organising a fitness programme in consultation with the Strength and Conditioning Coach.
- Recruit and engage boys in the rowing programme.
- Assist junior coaches with session preparation.
- Arrange coaches' meetings throughout the season and review progress of the season programme.
- Keep records of programme, goals, progress, testing, and reviews.
- Ensure attendance procedures are followed and registers accurately recorded.
- Recognise the rowers' other commitments and work together with academic demands for holistic development
- To promote the safeguarding and welfare of the pupils and young people as set out in the School's safeguarding policy. Also attend safeguarding training as required by the school.
- To support and advise the junior rowing coordinator where issues are raised by parents or rowers regarding performance or commitment are raised and escalated.
- Work with Friends of Rowing to ensure they can maintain good communication to parents.

#### Coaching

- Responsible for off water and on water Senior Coaching sessions Monday to Friday and weekends.
- To attend all Regattas and head races where the senior team is competing.
- Ensure there is a coach in attendance for all Regattas and head races.
- Oversee coaching of all crews as a group and work with and mentor other junior coaches.
- To assist the other coaches at regattas and head races, both rigging boats and launching boys for races
- To demonstrate excellent knowledge of sculling techniques
- To demonstrate excellent knowledge of the principles and practices of boat rigging
- Responsible for a duty of care for the Senior squad rowers.

#### Administration

- To carry out the necessary administration of the club, including British Rowing race entries and safety audits.
- Work with the Friends of Rowing to manage the maintenance budget and understand coaching budget
- Work with the school sports administration to ensure transport logistics are aligned with other sports.
- To meet with the Director of Sport at the start of each term to give regular reports.
- To feedback to the Friends of Rowing about equipment needs and requests for Fundraising.

#### Health and Safety

- To take responsibility for ensuring that the British Rowing Row Safe Code is adhered to by all members of the boat club. The Head of Rowing will be the Club Safety Adviser as detailed in Row Safe.
- To fully understand the implications of the Club's Safety Policy and be responsible for maintain standards which meet these requirements.
- Maintaining safety equipment within the boat club.
- Ensuring the RGS use of Longridge is a safe and healthy environment and the club adheres to Longridge policies and contract of use
- Adhere to the School's H&S and Staff Behaviour policies and procedures
- Administer basic first aid to pupils wherever required during the working day, dealing with any basic accidents, reporting incidents and liaising with School's Nursing Team when needed.
- Be responsible for promoting and safeguarding the welfare of children and young people, or with whom s/he comes into contact will always be to adhere to and ensure compliance with the School's Safeguarding Policy and Procedures.
- To adhere to British Rowing's policies as an affiliated club
- To undertake other duties of an appropriate nature as may be reasonably required by the Headmaster



# Royal Grammar School

## General Information

This is general information for all who apply for a post at RGS. Some of it will not be relevant to this post, but I trust that you will find it useful in forming a picture of the School.

### Teaching at RGS

There are approximately 90 teachers at the Royal Grammar School. RGS teachers are hardworking, gifted professionals who are able to inspire pupils with their enthusiasm and subject knowledge. They are committed to providing high-quality teaching as well as playing a full and purposeful role in the School's extensive co-curricular programme.

Our teachers are specialists in their subjects and most have postgraduate teaching certificates. Those arriving without a PGCE are encouraged and supported to gain such a qualification soon after appointment. Continuing professional development is strongly-encouraged and the School has good links with local universities, teaching schools and industry. We are associated with the Astra Alliance Initial Teacher Training programme, offering 'on the job' training in certain subjects, some with bursaries. Further details on request.

The School also follows the Buckinghamshire induction programme for Newly Qualified Teachers, led by the professional tutor. We have a healthy balance of staff, from NQTs to very experienced teachers, as well as a wide spread across the age range. This mix of experience and background provides for a happy, stimulating and rewarding environment. The staff common room, in School House, is a busy and vibrant place.

### Opportunities at RGS

As a teacher at RGS, you will also be expected to contribute in some way to the School's extensive co-curricular life. You will be encouraged to use your personal strengths and interests, and may even wish to become qualified in areas previously unimagined. Sport, music and drama are significant strengths as is the Combined Cadet Force and the Duke of Edinburgh scheme. The vast array of clubs and societies take place each week and RGS members of staff are rich in experience and expertise, which helps to maximise the wealth of activities on offer to our boys. The vast amount of world-wide travel involved in our expeditions, sports and musical tours and subject based visits provides an unparalleled opportunity for both staff and students to broaden their horizons.

Perhaps most importantly, you will join our strong pastoral team as a form tutor which gives all staff the opportunity to get to know a group of boys well and outside your teaching subject.

### Support staff at RGS

Support staff at RGS provide a vital role in ensuring that the School not only runs smoothly but continues to develop. Whether joining one of the administration teams, being a technician, a support assistant, gap student, and working on the finances or around the extensive school estate, RGS welcomes colleagues from all backgrounds to bring an added dimension to our staff body. A range of roles exists from part time, term time only to full time and support staff have excellent opportunities to contribute towards school life. Although we do not ask our support staff to undertake teaching roles, we warmly encourage participate in school trips and co-curricular activities as identified above.

### Facilities at RGS

- All-weather sports facilities.
- Rolling programme of classroom and laboratory refurbishment into 'state of the art' learning spaces
- Purpose-built language and music suites.
- The Rennie Mathematics Building with extensive, modern facilities
- Purpose-built Fraser Youens Boarding House for 70 boarders [Boarding video](#)

We are fortunate in having all our teaching facilities and games fields on a single estate, and all academic departments are housed in their own separate areas with specialist equipment and technical support where appropriate.

Computers are in extensive use throughout the school, and all teachers are given the use of a laptop and an iPad with appropriate training, supported by an effective wifi system.

Sports facilities, which have recently been upgraded, include 33 acres of playing fields, a 25 metre indoor heated Swimming Pool, Cricket nets, Eton Fives courts, a modern Fitness Suite, Sports Hall and Cricket Pavilion. The most recent acquisitions are a brand new, floodlit all-weather surface and a new rugby pitch.

### Accommodation

The governors are able to offer low-cost accommodation on or close to the school estate.

### Salary and benefits at RGS

Teachers' and leadership salary scales broadly follow the National Pay and Conditions, fully reflecting qualifications, responsibility, experience and performance. The School participates in the Teachers' Pension Scheme. Support staff are paid on the RGS scales which are closely related to the locally negotiated Buckinghamshire County Council pay range. For the benefit of support staff the School participates in the Local Government Pension Scheme. Staff at RGS can participate in the Cycle to Work, childcare voucher and phone/tech schemes. In addition, there are staff discounts on Microsoft products and computer hardware via our suppliers. All staff are entitled to free membership of the School's Fitness Suite. We are a mutually supportive team and endeavour to ensure that all staff have a healthy work / life balance.

### Common Room at RGS

The Common Room exists as a formally constituted body of the teaching and support staff within the School. The committee consists of a Chairman, Treasurer and Secretary. The Common Room provides a cohesive, stimulating and enjoyable environment and a variety of social functions are organised throughout the year.

The Common Room is well equipped and includes tea and coffee making facilities, provided free of charge to all staff, a lounge, kitchen area and staff shower rooms. The Common Room subscribes to a range of national and local newspapers and journals. On a day-to-day basis, the Common Room acts as an important facility for staff to meet socially, collect mail and circulars, share information with others and relax!

### Appointment

The Royal Grammar School is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to:

- the obtaining of an enhanced DBS clearance;
- confirmation of your eligibility to work in the UK;
- view of original relevant qualifications;
- receipt of two satisfactory references.

The School is an equal opportunities employer and a non-smoking establishment.

### High Wycombe

The Royal Grammar School is about one mile from the centre of High Wycombe which has a large shopping centre, several out-of-town shopping areas, a theatre, two multiplex cinemas, new sports centre with a 50m competition pool and a large Waitrose. High Wycombe is 25 minutes from London Marylebone on a fast train, the station being 10 minutes' walk from the school. The town is well served by cultural and sporting activities.

There is little housing in the town itself though within a short distance the suburbs, with a range of housing stock, commence in all directions. High Wycombe is surrounded by attractive villages which offer a range of housing from idyllic cottages to large detached properties in the countryside. The town of Marlow, an attractive riverside market town, is a few minutes' drive and Oxford is easily reached via the M40 or the new railway link. Buckinghamshire is renowned for its schools with a range of excellent state primary schools, prep schools, grammar schools and non-selective secondary schools.

## Results

Our results speak for themselves. We do not, however, rest on our laurels and set ourselves ambitious targets.

- GCSE A\*/A 70 %
- A Level A\*/B 78 %
- 70 % of boys attend Russell Group universities with 15-18 going to Oxford or Cambridge most years

## Our vision for RGS

- For RGS to become a world-class school in all respects
- To be the boys' school of choice in south Buckinghamshire where young men are nurtured to become the inspirational leaders of tomorrow.

## Our commitment to your development

Staff at RGS are dynamic, talented and innovative. We have an excellent reputation in preparing colleagues for the next stages of their career whether as teachers or support staff. We pride ourselves in attracting and retaining staff of the highest quality, supported by outstanding provision of professional development.

It is difficult to encapsulate the spirit of RGS in words, but suffice it to say that all who work here regard it as a very special school indeed. Alongside a commitment to excellence is the sense of belonging to an exceptionally friendly community, where there is always genuine support for colleagues. To see the full range of activities undertaken at the school, we would encourage you to visit our website ([www.rgshw.com](http://www.rgshw.com)).

## How to find us:

Amersham Road, High Wycombe, HP13 6TQ

**By road:** If travelling from the M40, leave at Junction 4. Follow signs for A404. RGS is situated at a set of traffic lights on the left hand side at the top of the Amersham Hill.

**By rail:** High Wycombe Train Station is situated on the Amersham Road and is 20 minute walk (uphill).



## How to apply

Please complete the application form. Further information should be added to the 'supporting statement' section in the form. If you wish to send your cv, please email it directly to the Headmaster's PA at [dmc@rgshw.com](mailto:dmc@rgshw.com).

## Interviews

Interviews will include a coaching session. Those being called for interview will hear by 24 April when full details of the interview process will be given.

All candidates invited for interview will be required to prove their identity and their entitlement to work in the UK.