



HEREFORD CATHEDRAL SCHOOL

CANDIDATE INFORMATION

Rowing GAP

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ROWING AT HCS

Hereford Cathedral School Boat Club has, in recent years, made extraordinary developments to become one of the most up-and-coming sculling schools in the country. The aim of the club is to provide opportunities to row in an inclusive way which enables students to challenge themselves and one another. Athletes are given the freedom to make their own decisions and learn skills which are not only great for rowing but extremely valuable in the real world too.

We are offering an exciting opportunity for the successful candidate to join the HCSBC team and make their mark. We are not held back by traditional ways of doing things – we are always seeking to improve, and our primary focus is to offer amazing experiences for all our athletes, whether that is recreational rowing or representing Great Britain.

For those wishing for top level representation, since 2020 we have supported 6 GB rowing vests, multiple medals (and wins!) at National Schools' Regatta, multiple Henley Royal Regatta qualifications, and won several rounds

There is plenty of room for improvement at the Boat Club though; we are always seeking to optimise how we do things, become more efficient, and improve our programme.

JOB DESCRIPTION: ROWING GAP

Post title: Rowing GAP
Hours/weeks: 25 hours a week

Salary: Competitive
Start date: September 2025

Location: Herefordshire (based at Hereford Cathedral School & Boat Club)

OPPORTUNITY

We are seeking to appoint an enthusiastic and committed Rowing GAP to support all aspects of the Boat Club.

The successful candidate will have rowing experience, and must be available to work 25 hours per week, including weekends. You will be required to work alongside and support the Head of Rowing, in preparation of individual crews.

The individual will be highly motivated and fully prepared to undertake the demands of working in one of the UK's leading independent co-educational day and boarding schools.

OVERVIEW

One of the key factors which has enabled our success over the previous years has been the focus on developing a world-class culture and environment. We continue to work towards an ethos and environment which enables high-level performance.

We are looking to bring in a GAP who is keen to help and We welcome ideas that challenge the status quo, and have the aim to provide the highest quality rowing experience across all levels.

OUR OFFER

- Valuable, on the job training and professional development
- Lunch provided in term time
- Competitive salary
- Coaching kit
- Opportunity to join a wonderful team of people
- A beautiful place to work in the most idyllic settings
- Join a highly talented and supportive team and governing body
- A positive and innovative working environment
- A collaborative and supportive attitude amongst staff which promotes a sense of teamwork and unity
- Cycle to Work scheme

CONTINUED OVERLEAF



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SCHOOL'S YOUTUBE CHANNEL

THE ROLE: ROWING GAP

SEPTEMBER 2025

Reporting Lines:

- The post holder reports to the Head of Rowing

Job Purpose:

- To support the Head of Rowing with the coaching and preparation of individual crews and assist with other crew training
- To support the Head of Rowing with the day-to-day running of the Boat Club such as helping to develop the ethos, culture, and values of HCSBC which have been so important to our success

Responsibilities:

- Act as a driving force to further develop Hereford Cathedral School Boat Club to help reach its fullest potential
- Encourage recruitment of novice juniors through positive activities within the School enjoyment and development
- Helping with work duties including registering athletes, assisting in race entries, rigging, and setting up boats, attending training weekends and assisting with swim tests
- Support for crews during regattas and races
- Set up and adjust equipment which athletes will be using outside of session times
- A requirement to work Saturdays during the academic year as well as attending race days on Saturdays and Sundays
- Attend training camps during half terms and the Easter break.

Pastoral Responsibilities:

- To encourage the development of character, soft skills and sportsmanship
- Ensure compliance with the School's Safeguarding and Child Protection Policy at all times
- Report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead
- Liaise with Medical, Academic Support and any other professionals as and when necessary

THE ROLE: ROWING GAP

SEPTEMBER 2025

Administrative Duties:

- To undertake appropriate administrative duties to support the operational needs of the Boat Club or wider school
- To maintain appropriate records and provide relevant and accurate information for information systems to ensure that all records are up-to-date

General Responsibilities:

- To maintain good standards of behaviour amongst students, both when they are on School premises and when they are engaged in authorised School activities elsewhere
- To supervise, as required, groups of pupils engaged in private study, and the classes of absent staff
- To support through involvement in the School's extra-curricular activities
- To attend, and participate in as required, general school functions, meetings, cultural and social events, including those held out of school hours during term time
- Undertake whole school duties as outlined annually
- To take part in the School's professional development programme and take responsibility for own professional development. Actively seeks to reflect on and enhance own practice

Whole School Responsibilities:

- Safeguard and promote the general well-being of pupils and to be a role model for pupils at all times
- To assist in the promotion of the School's reputation and in marketing activities as required
- To adhere to all the School's Policies
- To carry out any additional task reasonably required by the Headmaster
- You may also be required to undertake such other comparable duties as the School requires from time to time

It is not possible to present a definitive list of responsibilities for the role as it will be developed around the skills and experiences of the successful candidate.

SAFEGUARDING AND PROTECTION OF CHILDREN AND YOUNG PERSONS

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an Enhanced criminal record check from the Disclosure and Barring Service (DBS).

These checks will highlight cautions, reprimands and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent them from working with children. Staff must inform the school if they are subject to criminal investigations or convicted while in the employment of the School.

HEALTH AND SAFETY

As an employee you are expected to:

- Take reasonable care of your own health and safety
- Take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do in the course of your work
- Co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies
- Not interfere with or misuse anything that's been provided for your health, safety or welfare
- Report any injuries, strains or illnesses you suffer as a result of doing your job
- Tell your employer if something happens that might affect your ability to work (e.g. becoming pregnant or suffering an injury)
- If you drive or operate machinery, to tell your employer if you take medication that makes you drowsy



		P E R S O N S P E C I F I C A T I O N	
		Essential Criteria	Desirable Criteria
Qualifications		<p>First Aid Qualification (or willing to take or update through the School's training programme)</p> <p>Powerboat license or willingness to secure this whilst in position</p>	<p>Other relevant professional qualifications</p> <p>A relevant coaching qualification, or a willingness to pursue this whilst in the position</p>
Experience and knowledge		<p>High standard of rowing experience</p>	<p>Experience of working in an educational environment</p> <p>Experience of working with both boys and girls</p> <p>Experience of supervising groups of children or young people</p> <p>Understanding and experience of working in inclusive settings</p>
Skills and abilities		<p>Ability to supervise groups of children and young people with confidence</p> <p>A positive attitude towards children and young people including the ability to demonstrate and promote positive values, attitudes and behaviour</p> <p>Build and maintain relationships through effective interpersonal skills</p> <p>Think creatively to anticipate and solve problems</p> <p>Inclusive approach to education</p> <p>Ability to manage own time effectively</p> <p>Good IT knowledge in Microsoft Office applications to include Word, PowerPoint, Excel</p>	<p>Motivate and inspire confidence in pupils, staff, parents, governors and the wider community in order to further develop and promote the school</p> <p>Awareness of HR policies and procedures</p>
Aptitude		<p>Self-supporting with the ability to work as part of a team</p> <p>Naturally demonstrates a 'can do' helpful attitude</p> <p>Positive, enthusiastic, energetic and flexible</p> <p>Work under pressure, maintaining a sense of perspective and humour</p> <p>Reliability and integrity</p> <p>Resilience and tenacity</p> <p>Commitment, honesty and dedication</p> <p>A sense of humour and a genuine understanding and liking of young people</p> <p>Shares the School's values and vision and committed to the School's vision for learning experience and outcomes for pupils</p>	

P E R S O N S P E C I F I C A T I O N		
	Essential Criteria	Desirable Criteria
Circumstances	Able to work flexibly, earlier starts, evenings and weekends will be required. A strong commitment to support the School's extra-curricular activities programme	Full UK Driving Licence
Safeguarding Children, Young People and Vulnerable Adults	Understands their role in the context of safeguarding children, young people and vulnerable adults Ability to form and maintain appropriate relationships and personal boundaries with children and young people	
Equal Opportunities	Understanding of the requirements of Equality and Diversity	

Purpose of this Job Description:

Hereford Cathedral School considers this document as a “snapshot” of the job. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.

The job description above is not exhaustive and may, occasionally, be reasonably amended by the Headmaster

H O W T O A P P L Y

An application form and information pack may be downloaded from the school website: www.herefordcs.com/job-vacancies

Completed applications should be accompanied by a covering letter and sent to Mrs Cath Knowles, Hereford Cathedral School, Old Deanery, The Cathedral Close, Hereford HR1 2NG or to c.knowles@herefordcs.com

The closing date for applications is **9am on Thursday 27 March 2025**

The School is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. Appointments are subject to enhanced DBS clearance and satisfactory employment references and other safer recruitment checks. Further information on the School's safeguarding can be found on [the school website](#).

Hereford Cathedral School is committed to being an equal opportunity employer and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

The School retains the right to interview suitable applicants and appoint before the deadline.