

# Norwich School

## Sailing Instructor



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### JOB DESCRIPTION

**Job Title:** Sailing Instructor  
**Reports to:** Deputy Head (Co-Curriculum) / Sports Leadership Team  
**Contract:** Part Time, Fixed Term until 31<sup>st</sup> August 2027

Indicative Sessions Required: Tuesdays from 1pm to 4pm, term time only

### Specific Responsibilities

- The Sailing Instructor will work under the direction of the Deputy Head (Co-Curriculum) and the Sports Leadership Team to deliver and support the senior games program with Sailing sessions.
- Be responsible for maintaining a register of pupils attending to share with the Sports Department Administrators for each session
- Ensure that they are up to date with good practice in their field and share any relevant information with the school
- Ensure with the support of the Deputy Head (Co-Curriculum) and the Sports Leadership Team that risk assessments are followed.

### Safeguarding

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- Understand and implement the Child Protection Policies of the school and attend related training.
- Promote and safeguard the welfare of children and young people and ensure that all staff and volunteers share this commitment.

### Further Details

- The school provides all pupils with two games/PE sessions each week as it strongly believes in the associated positive links between activity, academic studies and improved well-being.
- The successful candidate will be able to inspire and deliver safe, enjoyable and progressive sessions that promote the aims of sport at Norwich School.
- Games lessons will be run mostly within the Daynes Sports Centre, Upper King Street facility or outside if weather permits.



### PERSON SPECIFICATION

|                                                                                                                                                                                            | Essential | Desirable |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| <b>Education and Qualifications</b>                                                                                                                                                        |           |           |
| Further education qualifications in Sports Science or equivalent                                                                                                                           |           | X         |
| Level 2 coaching qualification or above                                                                                                                                                    |           | X         |
| Additional specialist qualifications or qualifications relating to working with children                                                                                                   |           | X         |
| Current recognised First Aid certification or the ability to gain this within an agreed period.                                                                                            | X         |           |
| GCSEs at C grade or above in English and Maths or equivalent                                                                                                                               |           | X         |
| <b>Experience</b>                                                                                                                                                                          |           |           |
| Experience of designing and implementing Sailing programmes in a school environment.                                                                                                       |           | X         |
| Demonstrate appropriate knowledge of the physiological, psychological and sociological differences between youths and adults and be able to explain how they would adapt sessions to suit. | X         |           |
| Background of working with children in sport                                                                                                                                               |           | X         |
| <b>Basic skills and competencies</b>                                                                                                                                                       |           |           |
| Excellent written, verbal, administrative and organisation skills                                                                                                                          | X         |           |
| Competent ICT skills including sports specific tools to enhance the experience of all                                                                                                      | X         |           |
| <b>Personal Qualities</b>                                                                                                                                                                  |           |           |
| Be a positive role model to all stakeholders at the school                                                                                                                                 | X         |           |
| Excellent communication and interpersonal skills                                                                                                                                           | X         |           |
| Be flexible and able to adapt to a dynamic working environment                                                                                                                             | X         |           |
| Ability to work independently and as part of a team; working co-operatively and sensitively with others.                                                                                   | X         |           |
| The ability to work with a wide range of people, staff, parents and pupils                                                                                                                 | X         |           |
| Effective time management skills and the ability to balance competing priorities and achieve deadlines                                                                                     | X         |           |



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## SALARY AND BENEFITS

### Salary and Working Pattern

This is a part time, fixed term position until 31<sup>st</sup> August 2027. The salary for this fixed term role will be £2,562 per annum.

The post holder will work 3 hours per week, typically Tuesdays from 1pm to 4pm, term time only.

### Pension

Subject to meeting the qualifying conditions, support staff are eligible for the Aegon pension scheme. The school will contribute 8% if the staff contributes a minimum of 4% of their salary into the scheme. Please note that this is a defined-contribution pension scheme.

### Healthcare

Staff may benefit from the school's private healthcare plans. To join, a full-time member of staff has to contribute £100 per annum. The spouse and dependent children may also join the scheme at the prevailing corporate rate.

### Lunch

Staff may enjoy a complimentary lunch in the school's Refectory during term-time.

### Salary Sacrifice Schemes

Norwich School offers the Cycle to Work scheme.

NOTE: Please note that Norwich School is located in the centre of Norwich with very limited parking. The successful candidate may apply for a parking space but success will be dependent on availability and on meeting the school's criteria for awarding parking spaces. However, the school is well served by public transport systems. Bus stops are located just outside the Cathedral gates and there are frequent services for the various Park 'n' Ride car parks as well as for other parts of the city and county. The Norwich mainline train station is only 5-10 minutes' walk from the school.