

Norwich School

Graduate Assistant – Rowing



JOB DESCRIPTION

Job Title: Graduate Assistant - Rowing
Reports to: Head of Rowing
Start date: September 2026

Specific Responsibilities:

- Work within a dynamic, Independent School, Sports Department
- To support the delivery and ongoing development of the rowing programme
- Coach both rowing and sculling to a variety of age groups (J14- J18) and abilities (including timetabled lessons, evening, weekend and holiday training)
- Plan and deliver high quality land-based training sessions to complement water work
- Attend and manage crews at boat club events and competitions (including weekends and holidays)
- Assist with the daily running and administration of the boat club
- Assist with equipment safety checks prior to use
- Assist the Head of Rowing to carry out routine and reactive maintenance to rowing equipment.
- Assist with the delivery of Games (including sports other than Rowing) and Physical Education lessons as required.
- Assist with the daily running and administration within the PE and Games Department
- Undertake other responsibilities, which the Head of Rowing or Director of Sport considers to be appropriate to the role.
- Play an active role in wider school life. The Graduate Assistant will be expected to be involved in the pastoral side of the school and may become a tutor for a specific year group within one of our eight houses. If the Graduate Assistant becomes a Tutor, the salary for this role would be £2,494per annum

Other

- Participate in training and other learning activities as required; and in the Probation / Professional Development Review process.
- Undertake other similar duties and activities that fall within the band and role; and any other duties as may be reasonably required by the Line Manager, or the Head.

Personal Qualities

- Level 2 coaching qualification is desirable
- RYA 2 powerboat qualification is desirable
- Previous experience of coaching rowing at junior or senior level.
- Be able to work as part of a team, as well as be able to lead when necessary
- Be able to work in an outdoor environment
- Have good communication skills
- Be able to develop pupil's skills in a wide range of ages and abilities
- Be a role model to all pupils
- Promote sport at Norwich School and in the wider community

Norwich School offers successful applicants the unique opportunity to gain experience within a dynamic, successful day school.

Successful candidates will be expected to assist in the delivery of Rowing and assist with the PE and Games programmes at the School. The club trains before and after school, at weekends and during school holidays and the successful candidate will be expected to attend those sessions timetabled to them and covering other sessions when necessary. They will play a full role in the

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daily running and administration of the boat club assisting the Head of Rowing with tasks considered appropriate. Candidates will also be expected to attend the annual boat club training camp, held in the Easter holidays.

Boat club staff report to the Head of Rowing. They will, however, undertake other sporting responsibilities considered appropriate to the role by the Deputy Head (Co-Curriculum). The successful candidate will also have the opportunity to help support academic staff and assist with a school-based tutor group.

Candidates will be expected to work as part of a team, as well as use their leadership and initiative skills. They should promote sport, at both an elite and participation level, to a range of ages, including Lower School pupils.

Successful candidates ultimately need a passion for rowing and an infectious enthusiasm to involve pupils in rowing.

Please contact Mrs Debbie Conway, Head of Rowing, for further information.

Telephone: 01603 728 430

E-mail: dconway@norwich-school.org.uk

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Salary and Benefits

Salary and Working Pattern

This is a fixed term contract from 1st September 2026 to 31st August 2027. The Graduate Assistant will be expected to work on average 37.5 hours per week during term time, plus two additional weeks. The salary for this role will be £19,807 per annum.

The Graduate Assistant will be expected to be involved in the pastoral side of the school and may become a tutor for a specific year group within one of our eight houses. If the Graduate Assistant becomes a Tutor, the salary for this role would be £2,494 per annum.

Flexibility in working hours and pattern is required to meet the changing needs of the school.

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 a heavily subsidised private healthcare plan. 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.