

DULWICH COLLEGE
FOUNDED 1619

Lead Rowing Coach (Year 9) and Boat Club Administrator

Information for Applicants

Welcome

Dear Potential Applicant

Thank you for applying to work at Dulwich College. I hope that you will find the prospectuses and web pages useful and feel that they provide a better understanding of our aims, values and ethos. I also hope this booklet makes you feel you might thrive here, would like to join us and make a great professional contribution.

At heart, the College's focus ensures the wellbeing, experience and achievements of our pupils. We want them to be happy, to flourish and to get the very best from their time here. These aims also allow us to have a positive relationship with our families, and uphold our reputation and strategic ambitions.

We have a large, diverse, dedicated and talented team of colleagues. It is a huge collective effort to achieve our annual and long-term goals, and we could not do this without everyone working together in a diligent and good humoured manner.

As well as rewarding and fun, being part of the College is demanding at times and we have high expectations of all our colleagues. There are, however, many advantages and opportunities, which are better explained in this booklet. Put simply, we wish to get the best from everyone and we will seek to invest in you and develop you during your time with us.

We recognise that many of our colleagues are professionally ambitious. We will certainly help you in your aims, through mentoring, professional development courses and career opportunities.

We are fortunate to have a large College community, with several career pathways and experiences available. We hope that you will enjoy working here, really understand the value and the commitment shown by everyone and wish to play your part in the exciting life of Dulwich.

Mr Robert Milne
Master





The College

Dulwich College is an academically selective independent school for boys in south east London, known for its inspired teaching, genuine scholarship and broad co-curricular life.

Our dedicated and increasingly diverse staff of approximately 250 teachers and 350 operational colleagues, support a pupil body of approximately 1,850 across the Senior and Junior Schools and DUCKS, our co-educational nursery and infant school.

Set within 70 acres of beautiful grounds, yet only 12 minutes by train from central London, the College offers an exceptional working environment — spacious, well-resourced and rich in heritage. The campus blends iconic listed buildings with award-winning new architecture, creating a dynamic and inspiring setting that values curiosity, creativity and collaboration among both pupils and staff.



Vision Values & EDI

Our Vision

To be an outstanding school that inspires every pupil to work, study and serve with purpose, developing the potential to make a positive difference in the world.

Our Values

Purpose, kindness and joy – underpin a culture of curiosity, creativity, compassion and integrity. We promote collaboration, resilience and appreciation of the benefits of living and learning within a diverse, inclusive community.

Equity, Diversity and Inclusion

We celebrate the diversity of our pupils, staff, alumni and parents, recognising that varied backgrounds and experiences create a vibrant and forward-looking community. Dulwich College stands firmly against discrimination in all forms and is committed to advancing inclusion, social responsibility and the core British values of democracy, liberty, respect, tolerance and the rule of law.



Lead Rowing Coach (Year 9) and Boat Club Administrator

Dulwich College is seeking to appoint a Lead Rowing Coach (Year 9) and Boat Club Administrator to support the continued growth and success of rowing within the College. Rowing is one of the College's most popular sports, with pupils benefiting from access to our modern, fully equipped boathouse on the Thames at Putney — home to the Dulwich College Boat Club (DCBC) as well as dedicated land-training facilities within the PE Centre.

The successful candidate will play a key role in leading and developing the Year 9 rowing programme, promoting both enjoyment of the sport and a culture of commitment, teamwork and respect in line with the British Rowing Rules of Racing and the British Rowing Water Safety Code. The role includes the planning and delivery of a structured annual training programme, leadership of on-water and land-based training sessions, and supporting pupil development, welfare and long-term engagement in rowing.

Alongside coaching responsibilities, the postholder will provide administrative support to the Boat Club, contributing to the smooth day-to-day running of DCBC, including communication, logistics, fixture coordination and operational organisation. This is an exciting opportunity for an enthusiastic and organised individual to contribute to a thriving and ambitious rowing programme.

Role Details

Job description

Job title

Lead Rowing Coach (Year 9) and Boat Club Administrator

Reporting to

Head of Rowing

Period of employment

Permanent

Hours of work

Circa 38hrs/week to include early mornings, afternoons, and full days on Saturdays during term time. Evening and weekend work throughout the year may be required to cover rowing events and training camps.

Salary

£32,337.85 plus £4,500 for Summer Rowing Camps

Core Duties - Lead Rowing Coach (year group):

- Take Lead Coach responsibility for a year group or groups; developing individual and crew skills.
- Prepare and implement training plans for your group or groups in consultation with the Head of Rowing.

Deliver a comprehensive sculling programme that builds technical proficiency, physical capability, confidence, and race-readiness

- Organise and implement land and water sessions for your group or groups, ensuring that attendance is accurately registered and communicated.
- Ensure in partnership with the Head of Rowing that information held on College systems such as ISAMS and SOCS relating to your group or groups is relevant and maintained as up-to-date.





- Monitor training and produce reports on individual progress at regular intervals, preparing individual yearly reports for your group or groups.
- Select crews from your group or groups for competition, in consultation with the Head of Rowing.
- Attend Heads, Regattas and Training Camps where appropriate.
- Look after your crews whether training or in competition, ensuring the welfare of the pupils at all times.
- Ensure that boys comply with College expectations of behaviour and dress.
- Comply with the procedure for reporting serious injuries; and the procedure for reporting incidents as laid down by British Rowing.
- Assist the Boathouse Manager with the repair and maintenance of rowing equipment and other Boat Club related work.
- Other occasional duties as may from time to time be required by the Head of Rowing; the Physical Education Department or Dulwich College.

Boat Club Administrator:

- Collate and maintain membership database for the Boat Club, including Games registers and Dulwich Post.
- Ensure boys are members of British Rowing and organise the distribution of membership cards.
- Arrange British Rowing annual membership returns and subscriptions.
- Distribute event dates to all relevant parties and add dates to the College calendar.
- Collate and distribute event entries.
- Facilitate event days, including booking of transport (minibuses, coaches etc.).
- Ensure that minibuses and school lunches are booked for Games lessons.



Person Specification

Essential Qualifications and Experience

Knowledge and understanding

- Knowledge and understanding of the technical and tactical aspects of rowing coaching.
- Understanding of the British Rowing Rules of Racing and Water Safety Code.

Skills

- Very high standard of competence in the use of standard IT packages including Word, Excel and Outlook.
- Experience of managing online databases.
- Ability to work unsupervised, independently and as part of a team.
- Ability to think and react quickly in an emergency situation.
- Ability to maintain confidentiality.

Experience

- Minimum of twelve months' coaching experience at junior level.
- Flexible approach to work, including adapting to change and participating in a range of club activities.
- Enthusiasm for sport and a desire to succeed in competition.
- Motivated, hardworking and enthusiastic approach.
- Mature, responsible, and able to respond calmly in emergency situations.
- Ability to work independently and as part of a team.

Personal attributes

- Commitment to safeguarding children and young people.
- Commitment to continuous professional development.
- Willingness to commit to the College's aims and values.
- Commitment to equality, diversity and inclusion and understanding of how this applies to the role.
- Ability to maintain confidentiality.

Qualifications and Experience

Qualifications

- British Rowing coaching award, preferably to UKCC Level 2 or equivalent.
- RYA Level 2 Powerboat Licence, or equivalent qualification.
- Education to degree level preferred.
- Full clean driving licence, preferably with the ability to drive minibuses and/or boat trailers.

College Community and Benefits



Make your money go further

- Flexible pension/pay – Join TPS or choose the Group Pension for 10% employer contributions and a higher take-home pay. (Same total package).
- Lunches – Free lunch in the dining hall or to take-away.
- Fee remission – Discounts on fees at Dulwich College, Alleyn's Dulwich, JAGS Dulwich and DUCKS (admissions rules apply).
- High-street savings – Access to discounts on restaurants, food deliveries and shopping.

Help with your commute

- Bike to Work - Tax-efficient bike purchase.
- Onsite parking - Free parking on Campus, EV parking.

Support for your wellbeing

- SimplyHealth plan - Cash back on routine medical expenses
- 24/7 GP access – Online consultations, advice and referrals.
- EAP – 24/7 emotional, financial and relationship support.
- Sports club – Free family membership.
- Eye tests & flu jabs – Free tests and seasonal vaccinations.

Protection when you need it

- Life insurance – Included with all pension schemes.
- Accident insurance – Cover for permanent disability or dental injury.

Support for life outside work

- Family leave – Enhanced leave for new arrivals
- New baby perk – Cash contribution from SimplyHealth.
- IVF leave – Up to 5 days for essential appointments.

Boost your social life

- Events & clubs – From Burns Night to book clubs and quizzes.
- Dulwich Picture Gallery – Free entry with staff pass.
- Dulwich Golf Club – Discounted 'Member's guest' rate.
- Private functions – Reduced rates for venue hire (subject to availability).



Important Information

Safeguarding

All staff are responsible for safeguarding and promoting the welfare of children, completing the required training, and adhering to College safeguarding policies.

Health and Safety

Staff must also take reasonable care of their own health and safety and that of others, follow safety procedures, use equipment responsibly, and co-operate with managers on all health and safety matters.

Safer Recruitment

You will find our application form detailed — this ensures we meet the rigorous standards required when employing people to work with or around children and young people.

Vetting

All appointments are subject to pre-appointment vetting, as required by law, which will include satisfactory criminal record checks.



Application Procedure

To apply for this role please visit our [vacancies page](#)

Closing date

Midday on **Friday 29 May 2026**

Interview date

Interviews will take place week commencing **Monday 1 June 2026**

We are committed to safeguarding and promoting the welfare of children. This is the responsibility of the whole College community. We all remain vigilant about safeguarding at the College and we never think that child abuse could not happen here or to our pupils. A DBS Disclosure is required to Enhanced level. The DBS Code of Practice and the Standard and Enhanced DBS Privacy Policy can be found on our website. Charity 1150064

Get in touch

Queries should be sent to joinourteam@dulwich.org.uk



DULWICH COLLEGE
Dulwich Common London, SE21 7LD
Telephone: 020 8693 3601
Email: joinourteam@dulwich.org.uk
Website: www.dulwich.org.uk

