



Job Description

Resident Graduate Assistant/Rowing Coach

The Job Description is not intended to be an exhaustive list of responsibilities but should accurately represent your professional contribution to Monmouth School for Girls. Your Job Description should be reviewed as part of the Performance Review Process.

Responsible to: Houseparents and Head of Rowing

Summary of the Role:

Resident Graduate Assistant

As a Graduate Assistant, your primary responsibility will be to assist in the boarding houses, School House (ages 7 – 12), Twiston Davies (ages 12 – 16) or Augusta House (Sixth Form). You will have evening duties and weekend duties in any of the houses and will also be expected to carry out administrative tasks too.

A significant part of your role will involve supporting and leading activities as part of our extensive Weekend Programme of activities. You will also be attached to appropriate academic and/or administrative departments, according to your own skills and interests and the School's own needs. Areas of particular interest to the School include: sports coaching and the performing arts.

You will work for up to 5½ days with appropriate breaks and will have at least one free day in the week. Accommodation will be provided by the School at a rent of £100 per month and you will be expected to sleep in this accommodation during term time. The accommodation is also available during the school holidays (without meals).

Rowing Coach

To provide rowing coaching to year 9 girls, assisting and supporting the Head of Rowing.
To attend Year 9 (J14) events within the MSGRC racing calendar subject to boarding duties.

Main duties and responsibilities

Resident Graduate Assistant

1. Carry out administrative work in the Boarding Houses
2. Morning and evening duties in the Boarding Houses
3. Overnight and weekend supervision in the Boarding Houses
4. Prep study supervision
5. Assist with co-curricular activities
6. Work alongside the School Nurse to provide support and take students to medical appointments
7. Airport transfers accompanying boarders
8. Attend weekly boarding meetings
9. Any other duties which may be required from time to time by the School
10. Carry out tasks and activities within a teaching department

Rowing Coach

1. To promote excellence in coaching and learning to ensure all girls develop their potential in Rowing and are fit and equipped for life beyond school, including International representation
2. To exemplify in own practice the skills of coaching and learning typified by lead professionals and ensure that good practise is shared throughout Rowing
3. To provide coaching of rowing to girls in Year 9 in Games lessons, and three after school sessions and on Saturday mornings
4. To monitor girls' performance and ensure all rowers maintain high standards
5. To keep up to date with developments in rowing and education of girls in general to ensure that best practice is adopted
6. To ensure that the value of fair play, teamwork, healthy competition and respect for rules are upheld and promoted and that racing/training kit is correctly worn
7. To assist in the coaching and organisation of planned MSG holiday rowing and be available for opportunities for the School Rowing Club to compete during the School holidays. A Year 9 Development training camp is held during the October half term which you are expected to attend
8. To prepare and maintain weekly training programmes for Year 9 with the Head of Rowing. Including river work, ergos, runs, circuits and core sessions
9. To assist in the writing of end of term school reports and attend Parents' evenings.
10. To attend the weekly rowing meeting
11. To ensure, so far as reasonably practical, that the safety and security of MSG pupils undertaking rowing activities is never compromised
12. To offer pastoral care for girls when away on camps and events