



# **RIDING COACH**

## **JOB SPECIFICATION**

**Responsible to:** Director of Riding and in her absence the Head

### **Main Responsibilities**

- Teach a variety of pupils in equitation and theory topics.
- Teach a range of abilities from beginner to elite.
- Train pupils and students for their BHS examinations.
- Maintain standards as required by the Director of Riding in all aspects of appearance and teaching quality.
- Work as part of a team.
- There will be evening and weekend work as required in liaison with the Director of Riding.

### **Detailed Responsibilities**

- Demonstrate professionalism in all aspects of your role.
- Plan lessons in accordance with schemes of work which are enjoyable and safe.
- Ensure that safe practice is followed and health and safety standards are met at all times, necessary reports are completed in the event of an accident and reported to the School Nurse and/or Domestic Bursar.
- Continually update and improve teaching techniques.
- Carry out regular hat checks and inspections
- Keep daily registers up to date, and write up reports when required.
- Attend Parents' Evenings and other School events as deemed necessary by the Head.
- Schooling any horses that need extra training.
- Keep ridden risk assessments up-to-date for the school ponies.
- Assist in the development of all equine curriculums at Stonar School.
- Assist with yard work and cover other riding staff (mucking out, sweeping, bringing in/turning out, etc) in the event of an emergency or staff illness or absence.



- Assist with the tacking up and preparation of pupils and ponies before lessons. Assist with untacking and necessary care of ponies after lessons.
- Accompany pupils to competitions and fixtures as support when required.
- Be part of the organisation team for ISODE and other in-house competitions.
- Responsible for organising the show jumping phase of the Stonar events. Responsible for the maintenance of the show jumps.
- Responsible for the organising and running of the weekly Accumulator competition

### **Hours of Work**

40 hours per week on a shift pattern as determined by the Director of Riding.  
Current shift pattern is envisaged to be Monday – Friday with some weekend working.

Taking lunch breaks, morning and afternoon tea/coffee break when time allows.

Weekends/evenings and extra hours of work will be necessary, and in particular to cover all of the Stonar competitions and events e.g. ISODE, Christmas Show etc.

At certain times it may be necessary for hours to be flexible to accommodate other staff absences.

### **Hours of Work during holiday periods**

The school is on holiday for approximately 17 weeks per year. The holidays are split between the staff and you would be on duty for approximately 1/3<sup>rd</sup> of every holiday e.g. a half term is 1 week long therefore one 1/3<sup>rd</sup> is 3 days. Whilst on duty the working day would be 8.30am – 5pm.

### **Person Specification**

- Stage 4 Coach or experienced Stage 3 Coach/BHSAI
- Proven success of teaching children between the ages of 4 and 19;
- Excellent interpersonal and communication skills;
- Ability to deal effectively with a broad variety of people;
- Excellent administrative skills;
- Able to work on own initiative as part of Equestrian Department but be able to integrate with the whole of the School and be a good teamworker;
- Good ICT skills – used to Word and the use of spreadsheets is essential.



Salary will be based on qualifications and experience. Bank holidays in term time will be working days. All holiday to be taken during the School holidays. There is a contributory pension scheme for non-academic staff.

Stonar is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau.

Confirmation of the appointment will be conditional on receipt of two satisfactory written references, a satisfactory Criminal Records Bureau check and satisfactory medical clearance.

Stonar is an equal opportunities employer.