

Position Description

Equestrian Coach + Yard Coordinator.

Tenure:	Full-time, term time only
Responsible to:	Head of Equestrian
Functional relationship with:	Head of Equestrian Director of Sport Equestrian Academy Staff Students and Parents

Function of Role

The Equestrian Coach + Yard Coordinator is responsible for delivering high-quality coaching, supporting the growth and wellbeing of riders and horses, and coordinating the effective day-to-day running of the Nga Tawa Equestrian Academy yard. This role combines professional coaching with practical yard and facility management to ensure a safe, organised, and thriving equestrian environment.

Key Accountabilities

- Quality Education – delivering high-standard equestrian coaching and mentorship.
- Event and Competition Management – supporting riders and teams to perform successfully.
- Equine, Yard, Arena, Track, and Facilities Management – ensuring the care, maintenance, and welfare of horses and facilities.
- School Community Engagement – representing Nga Tawa positively within and beyond the school.
- Health and Safety – maintaining and modelling best practice for riders, horses, and staff.

Responsibilities

Coaching and Rider Development:

- Develop and agree upon performance plans with each rider.
- Plan and deliver lessons tailored to individual rider abilities and goals.
- Coach and mentor riders, including education around horse management and care.
- Monitor progress and provide regular feedback and reports.
- Integrate multiple sources of information to create opportunities for rider learning and growth.
- Encourage safe riding practices and promote a culture of professionalism and respect.
- Support riders in preparing for and attending equestrian competitions and events.
- Promote safety and wellbeing for both riders and horses.
- Maintain strong relationships with parents, riders, and staff through effective communication.

Yard and Equine Management, including but not limited to:

- Ensure horses are healthy, well-fed, watered, groomed, and exercised.
- Supervise stable and yard work, ensuring a high standard of cleanliness and organisation.
- Oversee yard and facilities maintenance, including:

- Weed control and spraying around yards and paddocks
 - Pasture management, mowing, harrowing, and fertilising paddocks
 - Moving break fencing and horses between paddocks as required
 - Managing water lines, fences, gates, and drainage
 - Arena and canter track maintenance (harrowing, sand distribution, hedge trimming, spraying)
 - Hay management, stacking, and shed upkeep
 - Ordering and managing bedding, feed, and yard supplies
 - Basic quad and truck maintenance and servicing
 - Rat baiting and pest control as required
- Help maintain accurate yard records, including vaccination, worming, farrier, and faecal egg testing schedules.
 - Prepare term charge sheets and coordinate deliveries for school ponies.
 - Conduct daily feeding, ensure paddocks are shut and secure, and maintain tidy communal spaces such as the boot room, hub, feed room, and hose bays.

Health, Safety and Welfare:

- Maintain a safe, inclusive environment for students, staff, and horses.
- Ensure all practices align with school health and safety policies and procedures.
- Provide inductions, information, and supervision to riders and staff.
- Monitor horse fitness and suitability for rider capability levels.
- Promote welfare and wellbeing of both horses and riders.
- Maintain close working relationships with the school's pastoral care team (Boarding, International, Counselling, etc.) and refer riders as appropriate.

Collaboration and Communication:

- Work collaboratively within the Equestrian Team to achieve shared goals.
- Collaborate with wider school staff as required.
- Communicate effectively with riders, families, and staff, handling enquiries and providing information promptly.
- Maintain open and professional communication with the wider school community.

Competitions and Events

- Prepare and develop teams and individuals for events.
- Support students in representing the school with pride and professionalism.
- Coach riders during warm-ups, provide post-event feedback, and assist with logistics.
- Identify additional outings or training opportunities to expand rider experience and exposure.

General and Other Duties

- Actively contribute to the broader work and life of Nga Tawa School.
- Maintain high standards of care, professionalism, and presentation across all areas of responsibility.
- Work collaboratively for the collective goals and best interests of the Equestrian Academy.
- Perform other duties and assume responsibilities as may be reasonably assigned.

Person Specification

- Coach, train, and mentor riders with professionalism and empathy.
- Demonstrate excellent horsemanship, leadership, and practical equine management skills.

- Be organised, proactive, and adaptable in managing competing priorities.
- Foster a positive, safe, and respectful environment for riders, horses, and staff.
- Work both independently and collaboratively within a busy team environment.

Education and Qualifications

- Professional coaching certification and/or recognised industry experience.
- Appropriate equestrian coaching or riding qualifications are advantageous.
- Current First Aid certification (or willingness to obtain).
- Truck license or willingness to obtain is advantageous.

Knowledge and Experience

- Proven experience in equestrian coaching and competition.
- Strong practical knowledge of horse care, stable management, and facility maintenance.
- Effective leadership and communication skills.
- Experience managing or coordinating equestrian facilities or teams.
- Good time management and organisational skills.
- Understanding of safe riding practices and horse welfare standards.

Personal and Professional Qualities

- Positive, collaborative team member.
- Supportive, patient, and adaptable in approach.
- Committed to student and horse development.
- Professional communicator with integrity and respect.
- High personal standards and attention to detail.
- Willingness to think innovatively and contribute to continuous improvement.
- Motivated to support riders' wellbeing and enhance the environment of the Equestrian Academy.
- Willingness to actively contribute to school and community events.