



POSITION DESCRIPTION COACH

TENURE:	Full time, Permanent
RESPONSIBLE TO:	The Director of Equestrian
FUNCTIONAL RELATIONSHIP WITH:	Director of Equestrian Director of Sport Events Coordinator Equestrian Academy Staff Students and Parents

PURPOSE OF ROLE:

- Develop and come to agreement with each rider and their family about their Individual Performance Plan and the coaching process and relationship.
- Plan lessons for individual riders according to their abilities and goals.
- Deliver coaching and mentoring sessions, including educating riders to look after and take proper care of their horses and ponies.
- Integrate and accurately evaluate multiple sources of information to create opportunities with riders for ongoing learning new actions that will most effectively lead to the achievement of their goals.
- Manage progress and accountability by keeping records of the progress of riders and holding attention on what is important for riders and their families.
- Promote safety for horses and riders.
- Create a safe, supportive professional environment that produces ongoing mutual respect and trust.
- Promote and attend equestrian competitions and events in support of riders.
- Ensure horses are healthy, fed, watered, groomed and exercised, and that stables are mucked out and paddocks are maintained.
- Supervise riders and oversee work in the stables and yard.
- Actively contribute to the broader work of the school.

PERSON SPECIFICATION:

The Resident Coach will coach, train and instruct students in horse riding by analysing their performance skills and developing their abilities. The Resident Coach needs to be able to work individually and collaboratively and have the ability to give clear instructions and directions to the riders. They need to be patient, flexible and able to adapt to the diverse needs of the riders and horses.

EDUCATION QUALIFICATION:

- Professional coaching certification appropriate and recognised industry experience

KNOWLEDGE AND EXPERIENCE:

- Effective leadership skills to plan, manage and deliver lessons to the riders
- The ability to create a safe and positive culture and climate within the Equestrian Academy to promote positive attitude and professionalism
- Successful coaching experience and expertise
- Extensive riding and competition experience
- Effective ways to praise and professionally develop riders' skills and abilities
- The knowledge and ability to implement a comprehensive plan and delivery to develop riders and horse to achieve the performance achievement and goals set and agreed upon
- Effective written communication skills appropriate for staff, students and family
- Good time management skills, including the ability to meet deadlines
- The confidence to take responsibility for teaching safe riding practices for the horses and the riders
- The ability to anticipate various outcomes for different situations

PERSONAL PROFESSIONAL QUALITIES

- The ability to positively collaborate within a team environment
- Willingness to think innovatively and take on board new knowledge
- A supportive attitude when working with staff and students
- Effective verbal and written communication skills
- High standards as a coach and a commitment to better the riders
- A trustworthy and respectful approach when working with riders
- The ability to motivate and support the riders' wellbeing to enhance the environment of the academy
- Willingness to actively contribute to and participate in school and out of school activities or events

KEY ACCOUNTABILITIES

- Quality education
- Event and competition management
- Equine
- School community engagement
- Health and Safety

KEY TASKS

1. QUALITY EDUCATION

KEY TASKS	PERFORMANCE INDICATORS
<p>Rider Coaching</p> <ul style="list-style-type: none"> ○ Inducting riders to the yard, their school pony, environment and animal welfare responsibilities, and NTEA expectations. ○ Establishing riders' goals. ○ Planning coaching plans and sessions to achieve riders' goals. ○ Providing coaching sessions to riders (dressage, jumping). ○ Sourcing and arranging riders access to specialist coaches. ○ Recording, tracking and monitoring riders engagement and progress, including observations about riders performance at coaching sessions, events and competitions. 	<ul style="list-style-type: none"> ○ All students have an updated and current coaching and performance plan that will enable them to achieve their goals ○ School reports are developed and available to parents according to the stated timetable ○ All students attend a minimum of 10 coaching sessions a term

Rider Mentoring <ul style="list-style-type: none"> ○ Working with riders to establish their mentoring plan. ○ Providing mentoring support to riders, including reviewing, discussing and reflecting on progress. 	<ul style="list-style-type: none"> ○ Regular reports from mentoring sessions ○ Positive feedback from students
Rider Health and Wellbeing <ul style="list-style-type: none"> ○ Maintaining close working relationships with the schools pastoral care personnel (Boarding, International, Counselling etc). ○ Referring riders to appropriate school pastoral care services. 	<ul style="list-style-type: none"> ○ Care and wellbeing of all students is at the forefront at all times
Rider Administration <ul style="list-style-type: none"> ○ Recognising the performance of riders. ○ Monitoring and holding riders accountable to meeting NTEA expectations. ○ Maintaining individual rider records. 	<ul style="list-style-type: none"> ○ Student achievements are celebrated ○ Coaching and performance plans are maintained
Communications Management <ul style="list-style-type: none"> ○ Providing information and advice to staff, parents and riders. ○ Managing relationships with and expectations of parents. ○ Handling enquiries and responding to requests. ○ Regularly providing information to and engaging with riders. 	<ul style="list-style-type: none"> ○ The resident coach is readily available for discussions with students and parents ○ Accurate information is provided

2. EVENT AND COMPETITION MANAGEMENT

KEY TASKS	PERFORMANCE INDICATORS
<ul style="list-style-type: none"> ○ Promoting competitions and events to riders. ○ Driving the truck to and from competitions and events. ○ Managing and observing riders and horses at competitions and events. ○ Taking photographs for promotional material. 	<ul style="list-style-type: none"> ○ Student success at events ○ Best practice EOTC procedures are implemented ○ Positive feedback from students and parents

3. EQUINE

KEY TASKS	PERFORMANCE INDICATORS
Equine Planning <ul style="list-style-type: none"> ○ Matching and allocating school ponies to riders. 	<ul style="list-style-type: none"> ○ Herd managed to meet the needs of the Academy, with lease options available for advanced riders
Equine Welfare Management <ul style="list-style-type: none"> ○ Overseeing and monitoring horse wellbeing and general condition. ○ Reviewing rider management of equine welfare and communicating concerns and corrective actions to riders. ○ Coordinating rider access to the horse wellbeing programme. ○ Performing basic animal health activities. ○ Exercising school and lease ponies 	<ul style="list-style-type: none"> ○ Care and wellbeing of all livestock exemplified by best practice

4. SCHOOL COMMUNITY ENGAGEMENT

KEY TASKS	PERFORMANCE INDICATORS
<ul style="list-style-type: none"> ○ Participating in school activities, meetings and professional development. 	<ul style="list-style-type: none"> ○ Regular meeting and activity attendance

<ul style="list-style-type: none"> ○ Engaging with school staff to share insights into rider commitments and needs to ensure NTEA participation is coordinated and rider health and wellbeing is managed. 	
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5. HEALTH AND SAFETY

KEY TASKS	PERFORMANCE INDICATORS
<p>Health and Safety Management</p> <ul style="list-style-type: none"> ○ Providing health and safety inductions, information, training and supervision to staff and riders. ○ Meeting the requirements of the schools health and safety policies and systems. ○ Monitoring to ensure horses are fit-for-purpose for riders capabilities. 	<ul style="list-style-type: none"> ○ All students complete induction on their first day ○ Health and Safety policies and procedures adhered to at all times

6. ASSET MANAGEMENT

KEY TASKS	PERFORMANCE INDICATORS
<ul style="list-style-type: none"> ○ Harrowing the arenas and track. ○ Removing rubbish and waste. ○ Carrying out seasonal grounds/pasture management. 	<ul style="list-style-type: none"> ○ Completed as requested

7. GENERAL ADMINISTRATION

KEY TASKS	PERFORMANCE INDICATORS
<ul style="list-style-type: none"> ○ Receiving and directing visitors. ○ Performing filing. ○ Participating in meetings. ○ Preparing reports. ○ Fielding phone calls and responding to emails. ○ Perform such other duties and assume responsibilities as may be assigned. 	<ul style="list-style-type: none"> ○ Completed as requested