



Equestrian Co-ordinator

Job Description

Job Summary

The Equestrian Co-ordinator (EC) is responsible for the effective organisation and delivery of a high-quality equestrian programme at St Mary's.

The EC will need to deliver SMC's vision for equestrian and riding alongside the Director of Sport. In particular, the EC will work with Director of Sport, and other relevant staff, to ensure the smooth-running of equestrian, so it fits coherently into our wider offer for sport at SMC.

The EC will develop and deliver all aspects of equestrian at SMC and will work collaboratively with internal and external stakeholders to deliver a highly successful programme that enhances the school's reputation locally and regionally.

The EC is responsible to the Director of Sport and will have the support of the Executive Director of Sport who co-ordinates the strategic delivery of sport and physical activity across our site.

Main Responsibilities

1. Delivery of SMC's compelling offer for equestrian.
2. To develop an inclusive equestrian programme that supports participation and the development of excellence.
3. Provide organisation and development for all areas of equestrian, including lessons, training, events, team selection, competition entries and the annual School Show.
4. Be fully informed of relevant national trends in equestrian to ensure that our provision remains responsive to these.
5. Ensure that equestrian at SMC enjoys a high profile and positive image within both St Mary's and the wider community.
6. To take responsibility for all operational matters including transport, insurance, risk assessment, equestrian calendar, livery arrangements, kit, and equipment etc
7. Promote and celebrate the benefits of equestrian for young people in delivering improved life opportunities, skills, health, and well-being.

Organisation and Communication

8. To be the first point of contact for all matters relating to equestrian.
9. To develop and maintain excellent relationships and communications with our local stables, riding schools and facility providers.
10. Organising lessons, events, and competition entries, ensuring these are communicated effectively with pupils, parents, and the school.

11. To keep an up-to-date record of participants, entries, and results, including updating SOCs, contributing articles to school publications and website.
12. Monitor the quality of lessons and services delivered by local partners to ensure they are of high quality.
13. To attend team meetings regularly.
14. Maintaining close links with local stables, and related school departments including sport, marketing, medical, catering, school shop and logistics staff so that the needs pupils are well met.

Engagement

15. Be a visible, inspiring presence for pupils and parents by making a clear contribution to equestrian, and sport programmes, through attendance at fixtures and relevant school events.
16. Work with the Director of Sport to develop excellent communication and relationships with parents and carers.
17. To log communications with parents so that trends can be identified, and concerns promptly addressed.
18. In conjunction with other senior leaders in the department represent equestrian at SMC with prospective parents and alumni.
19. Attending identified school events to represent and promote equestrian with pupils and parents, both current and prospective. These will include, at the discretion of senior leaders, parent meetings, open mornings, sports presentation chapels, annual sports dinner, and Founders Day.
20. Develop links with the surrounding equestrian community, regional and national equestrian bodies to enhance opportunities for pupils.

Other Duties

21. Work with the relevant staff to support improvements to our equestrian programme.
22. Undertake training and development in line with the post and school priorities.

This list is not exhaustive, and the post holder will be expected to perform any other tasks that are reasonably assigned.

Person Specification

Qualifications, knowledge, skills, and experience

- A degree or suitable qualification, training, and experience relevant to the post.
- An excellent understanding of equestrian and its development in a school setting.
- Committed to promoting equestrian across the whole school.
- Commitment to engaging and developing excellence in young riders.
- To be a positive and professional role model to the girls.
- To be enthusiastic and able to motivate and inspire pupils.
- Ability to employ a variety of strategies to effectively deliver and develop our offer for equestrian.
- An active contributor to the sports department where professionals learn with, and from, each other to improve practice.
- **Ability or willingness to support another school sport from Year 7 to Year 13.
(Desirable but not essential)**
- The ability to develop positive relationships with pupils that inspires confidence in St Mary's School.
- An empathetic, enthusiastic, and well-presented person, capable of inspiring confidence in pupils, parents, and staff.
- Ability to: work flexibly to fulfil the requirements of the post; prioritise; work calmly under pressure and respond positively to changing demands.
- Excellent interpersonal and communication skills with very good written and spoken English.
- Excellent organisational and time management skills; competency in the use of ICT for administration and teaching purposes.
- An understanding of the expectations, ethos and aims of a full boarding school.
- Committed to the safeguarding and wellbeing of children and young people.

- **EXTRACT FROM ST MARY'S CALNE CHILD PROTECTION POLICY**
- **St Mary's Calne fully recognises its responsibilities for Child Protection.**
- We are dedicated to safeguarding and promoting the welfare of our pupils, regardless of sex, race, disability, religion or belief, gender reassignment, pregnancy and maternity, or sexual orientation. We follow the child protection procedures set out by Wiltshire's "Safeguarding Vulnerable People Partnership". We understand the need to engage with the Safeguarding Vulnerable People Partnership and the statutory duty to cooperate if the school is named as a relevant agency. We have regard to statutory guidance issued by the Department for Education "Keeping Children Safe in Education 2022" and are aware of our obligations under the Human Rights Act 1998 and Equality Act 2010. Our policy takes full regard to "Working Together to Safeguard Children 2018" (WT), "What to do if you are Worried a Child is Being Abused (2015)" and the National Minimum Boarding Standards (2022).
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- At St Mary's we have a 'Nominated Governor' to take leadership responsibility for the school's safeguarding arrangements.
- **What is safeguarding?**
- Safeguarding can be defined as promoting the physical and mental health, safety and welfare of all pupils.
- Safeguarding is the responsibility of all adults, especially those working or volunteering with children. The school aims to help protect the children in its care by working consistently and appropriately with all relevant agencies to reduce risk and promote the welfare of children.
- **Staff:**
- • are advised to maintain an attitude of 'it could happen here' as far as safeguarding is concerned;
- • should always act in the best interest of the child.
- **What is child protection?**
- Child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific children who are suffering, or at risk of suffering, significant harm.