



EPSOM

COLLEGE

SHOOTING ASSISTANT/COACH PART TIME – TERM TIME ONLY + 3 WEEKS

General Information

Epsom College is seeking a Shooting Coach to assist the Teacher i/c Target Rifle in running small bore and full bore target rifle shooting at the College.

The Teacher i/c holds the club FAC, is responsible for the management of the team and the shooting budget, the overall administration and acts as coach at training sessions and matches; it is expected that the Shooting Assistant will help with coaching, act as range conducting officer on ranges, attend all training sessions and matches, assist with certain administrative duties, and in conjunction with the SSI, conduct and/or arrange basic maintenance on the College rifles and manage the upkeep of the indoor range.

Epsom College is one of the premier shooting schools in the UK, having been national champions at Bisley in the Ashburton Shield 15 times, a record, most recently winning in 2010 and 2011. This is a unique opportunity for the right individual who is able to motivate and inspire young people, possesses excellent organisational ability and has an interest in target rifle shooting.

The College benefits from an 8-lane indoor .22 range and a well-stocked armoury of small bore and full bore rifles. Full bore training takes place in the summer at Bisley, and assistance is provided at various points throughout the year by other members of teaching staff. The College uses the Surrey Rifle Association as its base at Bisley, and enjoys support from a very active and hugely successful Old Epsomian Rifle Club. The Old Epsomian Rifle Club has many distinguished International shots, including Commonwealth Games Gold medal winners.

Duties and responsibilities

- Assisting with ensuring that all team members undergo full training in the safe handling of firearms and range safety procedures, and ensuring that the same are rigorously adhered to.
- Assisting with organising the small-bore and fullbore training and competition schedule and making the appropriate entries as required.
- Conduct live firing small-bore and full-bore training sessions for pupils independent of the Teacher i/c Rifle Shooting.
- Being available to attend all fullbore meetings in the College's calendar, training sessions and other trips away from school in the UK.
- Supervising pupils during the coaching sessions and at competitions and events.
- Under direction from the Teacher i/c Shooting assist with purchasing and billing out (as appropriate) shooting equipment, feeding and accommodation costs etc.
- When requested by the Teacher i/c Shooting, assist with the general administration of the Rifle Club including military administration for ammunition, training, transport and range use.
- Undertaking maintenance and arranging servicing and repairs to club and members' firearms and equipment.
- Maintaining the general profile of the club, especially at Bisley, in particular ensuring that excellent relations are maintained with the Old Epsomian Rifle Club.
- Driving the school minibus to competitions and events or transporting equipment.
- Acting as Range Conducting Officer, Butts Officer, First Aider or Safety Supervisor on military and civilian, small-bore and full-bore ranges.

Workload

Michaelmas and Lent terms:

In the Michaelmas and Lent terms, the candidate should be available in the College Range between:

- 2.00pm-4.00pm on Mondays
- 1.30pm and 6.30pm on Tuesdays
- 1.30pm and 6.30pm on Thursdays
- 12.45pm and 3.30pm on Saturdays

This allows some time at the beginning and end of training sessions to carry out minor repairs and adjustments to the college-owned rifles and to see to the upkeep of the indoor range.

There are some Saturday afternoon fixtures which, if home will complete at approximately 5.00pm, and if away, will return later than 5.00pm (but rarely later than 6.30pm).

Summer term:

In the Summer term the candidate should be available to coach full bore between:

- 12.30pm to 6.30pm on Tuesday or Thursdays (training)
- 11.30am and 7.00pm on Saturdays (matches and training)

This allows time beforehand to aid with packing equipment, collecting packed lunches and loading minibuses in advance of the Bisley trip for either training or matches and the unloading and storing of equipment/rifles on return and filling minibuses with fuel as necessary.

Miscellaneous:

The candidate should also be available for:

- 3 or 4 days pre-season training at Bisley (usually at the end of the Easter holidays in April)
- 2 day residential weekend at Bisley during the June as and when required
- Schools' Week and Imperial Meeting in the early part of the summer holidays

Potential additional position – School Staff Instructor (SSI)

It would be open to applicants with suitable skills and experience to apply for the vacant post of Part Time (Term Time) SSI. Reporting to the Contingent Commander the duties and responsibilities of this position will be separate from those of the Shooting Assistant. The minimum expected hours for the SSI post are an average of 32 hours per week, term time. The inclusive salary being circa £17,500 per annum. Full particulars of this post are detailed on the College website (career opportunities).

Person Specification

Essential

- A thorough knowledge of range safety regulations and the safe handling of firearms;
- Civilian, National Rifle Association (small-bore and full-bore), and military (short range and long range), Range Conducting Officer's qualifications are required, or a willingness to complete these qualifications.
- Full driving licence (D1 preferably);
- The post holder should be First Aid qualified or prepared to undertake the necessary training to be so;
- As the position involves coaching CCF cadets as well as the Rifle Club, the post holder would have to be appointed in the CCF, this could be as a Commissioned officer or other rank;
- The candidate must possess excellent organisational skills, strong administration skills and a thorough knowledge of IT;
- Effective communication skills, both written and verbal are essential;
- The candidate must be able to motivate and inspire young people to take up the sport and then perform to their full potential with a confident and firm but fair approach.
- An interest in and appreciation of the technical aspects of shooting.

Desirable

- Experience and understanding of the cadet shooting calendar and nuances of related competitions and equipment would be desirable;
- Experience within the world of competitive target rifle or service rifle shooting, especially in the area of coaching;

Epsom College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The selection panel reserves the right to enhance any or all of the desirable criteria to attain a manageable field.

Terms and Conditions

Hours: This is a part time role, working on average 14 hours per week term time plus 3 weeks during the school holidays.

Salary: circa £9,000 per annum based on the part time hours of working detailed above.

In addition, a Volunteer Allowance (VA) is available and may be approved for CCF officers and SIs for training/cadet activities away from School, subject to Service policies. The availability of funding is subject to approval by the Contingent Commander.

In addition, the potential appointment to the part time term time post of SSI circa £17,500 per annum (this role is separate to the post and duties of the Shooting Assistant)

Holidays: The holiday entitlement is 20 days paid holiday per annum increasing by 1 day per annum to a maximum of 25 days per annum. Holiday must be taken outside the College term dates and is therefore accrued and taken each school holiday. The holiday entitlement has been calculated and paid within the annual salary.

Pension: If eligible, there is automatic enrolment into the Epsom College Automatic Enrolment Scheme. The Scheme is administered by the Pensions Trust. If eligible you will be required to contribute a minimum of 5% of Basic Salary and the College will contribute 4% in compliance with current auto enrolment regulations.

Life Assurance: Free life assurance cover is provided to members of the College pension scheme

Other Benefits: Free lunch and refreshments are provided whilst employees are at work when the Dining Room is open.
Free membership to Fitness Suite and pool during staff opening times.
Cycle to work scheme is available following a qualifying period.

Application

Applicants are required to complete the Application for Employment Form available from our website www.epsomcollege.org.uk. To comply with safeguarding procedures when working in a school, CVs will not be accepted. Applicants should refer to the Recruitment, Selection and Disclosure policy on the College website. Applications will be assessed in order of receipt and interviews may occur at any stage after applications are received. Please apply as soon as possible.

Applicants are encouraged to contact the Head of Shooting David.Nuthall@epsomcollege.org.uk for an informal chat and further details

Closing date 12 noon on 7th June 2019