



WELLINGTON  
COLLEGE

## Job Description

<b>Job Title:</b>	Head of Shooting (Target)	<b>Date:</b>	Lent 2021
<b>Reports To:</b>	Director of Sport	<b>Responsible For:</b>	Shooting Programme
<b>Department:</b>	Sport		
<b>Purpose of the Position:</b>			
<p>To be an active leader for the College's sport programme and the strategic lead for all matters concerning or relating to the College's outstanding shooting programme, responsible for the continued development and growth of the programme throughout the College. The position holder also has the ultimate responsibility for all shooting coaching provision both on and off site; leadership and development of all shooting coaches; care of weapons and associated equipment and ensuring the safety of shooting environments.</p>			
<b>Department Information:</b>			
<p>Overall, we want Wellington College to be universally recognised as the leading co-educational boarding and day school for sport in the UK and one of the best in the world.</p> <p>At Wellington our vision for our sports programme is that all pupils should have the opportunity to participate in a sports programme appropriate to their ambitions and aspirations. We want pupils to participate in sport for life, in addition to being challenged and supported where appropriate to perform to their highest capacity possible.</p> <p>We believe sport has the capacity to support the development of life skills, and thus supports the college's aims of developing a holistic model of education. This vision should be underpinned by pupils and staff behaving in line with the College's core values: Courage, Integrity, Respect, Kindness and Responsibility.</p> <p>At Wellington our aim is to provide a sports programme that is based on engagement, enjoyment, development and positive outcomes for all. We believe in the development of the whole individual, the fostering of an 'active lifestyle' and the promotion of a lifetime investment in sport and physical activity. Our sports programme should make a substantial positive contribution to the following areas of pupils' lives:</p> <ul style="list-style-type: none"> <li>- Physical health and literacy and mental health and wellbeing</li> <li>- Individual development and performance capacity</li> <li>- Lifetime investment in physical activity</li> <li>- Provide a safe yet challenging environment for growth in confidence and self-esteem</li> <li>- Academic standards</li> <li>- Develop life skills such as resilience, communication, teamwork, social/community leadership and employability skills</li> </ul>			
<b>Main Tasks and Responsibilities:</b>			
<ul style="list-style-type: none"> <li>• To lead and manage a shooting programme both in terms of participation and performance (required to be available in timetabled sport time).</li> <li>• Hold the WCTRC Firearms Certificate (FAC) and liaise with associated police constabularies and The Home Office regarding all firearms related matters</li> <li>• Ensure the safe custody and storage of all WCTRC firearms and ammunition.</li> <li>• Ensure safety of ranges, both on and off site.</li> <li>• Ensure the Shooting programme meets the health and safety/risk assessment requirements set by the college and external National Governing Bodies.</li> <li>• Liaise with CCF Adjutant and South East Region Forces Cadet Association (SERFCA) on safe operation and maintenance of College smallbore range</li> </ul>			



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- Ensure the Shooting programme is aligned with the College aims and Vision for Sport.
- Coaching of shooting to all ability levels of participants, from those entirely new to shooting, through to those aiming to, or achieving national recognition.
- Ensure all coaches within the programme are recruited in accordance with College policy and have undergone required checks (DBS, Safeguarding)
- Be responsible for the performance of all coaches and lead staff development reviews.
- Support a process of coach development for all those staff coaching Shooting.
- Lead a pathway and structure for the more aspirational athletes.
- Promote the recruitment of aspirational athletes through links with external organisations, clubs and prep schools.
- Budgetary responsibility for the Shooting programme and ensuring working order of all equipment (ensure firearms are regularly serviced, maintained and are safe to use, repair / replace as required).
- Control and maintain all ancillary equipment, clothing, tools etc associated with target shooting
- Plan, organise and staff the daily operation of the Wellington College Target Rifle Club (WCTRC)
- Delivery, planning and preparation for regular training sessions and meets/fixtures, including calendaring and logistical arrangements e.g. minibuses etc.
- Provide reports to the Director of Sport and Deputy Co-Curricular as required.
- Liaising with external venues and organisations - National, regional, county and Bisley.
- Liaise with CCRS and cadet shooting organisations
- Plan, organise, staff and run the two main shooting camps per annum, Easter and Summer Camp (possible future trips too).
- Liaise with the Old Wellingtonian Rifle Club (OWRC) and ensure ongoing links/connections are maintained and strengthened.
- Liaise with steward / works department regarding bookings, maintenance and running of Inns of Court facility at Bisley.
- Ensure the appropriate provision of kit through working with the College Shop.
- Day to day administration of Shooting related matters.

**Person Specification**

**Essential Experience / Qualifications Required:**

- Extensive knowledge of the requirements of school shooting with smallbore, CTR and TR rifles
- Extensive knowledge of smallbore and fullbore competition shooting as a current active competitor, smallbore to county level and fullbore to National level
- Experience of shooting with the NRA or other national governing body touring teams
- Hold a current range supervisor qualification both smallbore and fullbore
- Extensive technical and tactical knowledge of both smallbore and fullbore coaching and competition shooting
- Extensive knowledge of range operating procedures

**Desirable Experience / Qualifications Required:**

- Previous experience of leading a Shooting programme within a performance or participation setting.
- Hold a CCF commission (or ability to obtain)
- Hold a current military range supervisor qualification both smallbore and fullbore ( or ability to obtain)
- Hold military and civilian coaching qualifications (desire to undertake).
- Hold in date MIDAS qualification with trailer towing capability / military FMT 600 driving licenses (or ability to obtain)



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- Understanding of the support structures required within a performance and participation sports programme.
- Strong network of connections within Shooting.
- Awareness of Safeguarding requirements and good practice within a boarding school setting
- High level of IT literacy

**Skills and Personal Qualities:**

- Excellent understanding of sports structures and coaching skills.
- Have excellent communication skills to enable effective dialogue with pupils, parents, staff and visitors
- High level of accuracy, attention to detail and the capacity to problem solve, see the bigger picture and bring new ideas to fruition.
- Have a sharp and progressive vision of the sport and of coaching in a successful and dynamic school
- Highly self-motivated and able to work alone without direction.
- Adaptable and flexible with working patterns when required.
- Enthusiastic, with an eagerness to learn new skills and a commitment to personal continuous professional development
- Dedicated team-player, who strives for excellence and leads by example
- Tactful and discreet, whilst mindful of observing Safeguarding and professional standards
- Displays a smart and professional appearance, representing the College in a positive manner
- Committed to contributing towards the College community
- Be able to demonstrate a positive and authoritative rapport with Senior and Junior pupils
- Be organised and self-motivated, with a proven record for meeting targets and deadlines
- Able to perform well and remain professional whilst under pressure

**Essential Values, Behaviours and Attitudes:**

All employees are expected to actively promote and demonstrate the five core values of the College:

- Kindness
- Integrity
- Respect
- Responsibility
- Courage

In addition, the College expects all staff to show ambition and display curiosity both personally and professionally.

The College reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the College business.

In exceptional circumstances, the Post holder will be required to undertake other duties and responsibilities of a similar post in order to support workload peaks, skill shortages, to ensure priorities are met. This will be sensitive to available resources and individual skills and will be generally in the same area.

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

All employees are required to ensure that all duties and responsibilities are discharged in accordance with the College Statement of General Policy. They should take reasonable care for their own Health and Safety and that of others who may be affected by what they do or do not do. Staff should correctly use work items provided by the College, including personal protective equipment in accordance with training and instruction.