



JOB DESCRIPTION

Job Title: Student Escort/Rowing Support Assistant
Grade: A1/A3
Reporting to: Director of Rowing

Job Purpose

To ensure the safe, supervised transport of pupils between academy sites and rowing sessions at Lemonroyd Lock Marina, supporting their wellbeing and behaviour throughout the journey. The role also involves assisting rowing coaches with duties around the boathouse during on-water sessions, including handling equipment, maintaining boats, and ensuring pupils are prepared and supported throughout the activity. The escort acts as a key link between the academy and rowing programme, promoting safety, positive behaviour, and a supportive environment at all times.

Key Duties and Responsibilities:

- Supervise and ensure the safe transport of pupils between academy sites and Lemonroyd Lock Marina.
- Assist pupils in boarding and leaving the vehicle safely and efficiently.
- Monitor pupil behaviour during journeys and maintain a respectful, orderly environment.
- Support any pupils with additional or special needs in a sensitive and appropriate manner.
- Ensure seat belts are used and all pupils are seated and secure for the duration of the trip.
- Communicate effectively with transport staff, students, rowing instructors, academy staff, and carers.
- Maintain awareness of individual pupil requirements, including medical needs or behavioural plans.
- Report any incidents, concerns, or safeguarding issues promptly and appropriately.
- Remain with pupils until responsibility is transferred to rowing staff or school staff as appropriate.
- Act as a positive role model and encourage appropriate conduct and enthusiasm for the activity.
- Ensure pupils return safely to the correct academy location at the end of each session.

Supporting with Boathouse Duties:

- Support rowing coaches with operational duties around the boathouse during the on-water session, including:
 - Assisting with moving boats on and off the water.
 - Helping to clean and maintain rowing boats.
 - Providing assistance on the coaching launch where appropriate.
 - Organising and preparing equipment for the session, such as life jackets, first aid kits, radios, and throw lines.

Personal Responsibilities:

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

PERSON SPECIFICATION

Criteria	Essential/ Desirable
Qualifications	E/D
5+ GCSE's grade C/4 and above including English and Mathematics (or equivalent).	E
Basic safeguarding training (or willingness to complete upon appointment).	E
First Aid qualification.	D
Minimum British Rowing Level 2 Qualification	D
Basic water safety training or willingness to undertake training.	D
Training in behaviour management or SEND (Special Educational Needs and Disabilities).	D
Knowledge and Skills	E/D
Good verbal communication skills, with the ability to interact effectively with pupils, staff, and parents/carers.	E
Understanding of the importance of safeguarding and pupil welfare.	E
Ability to manage and encourage appropriate pupil behaviour during transit.	E
A calm, patient, and empathetic approach, particularly when working with children or young people.	E
Awareness of the importance of inclusion and promoting a safe and positive environment.	E
Willingness and ability to perform light physical tasks such as lifting boats and equipment.	E
Basic awareness of water safety and safe practices around boats and marinas.	E
Awareness of relevant safeguarding legislation or school transport guidance.	D
Basic understanding of the needs of pupils with SEND.	D
Ability to respond calmly and appropriately in case of emergency or incidents during transport.	D
Familiarity with rowing equipment and terminology.	D
Confidence working in outdoor, potentially wet or cold environments.	D
Ability to follow safety protocols in a water-based setting.	D
Experience	E/D
Experience working with or supervising children or young people in any setting (e.g., school, youth group, childcare, sports activity).	E
Experience promoting and supporting safe and respectful behaviour in group settings.	E
Experience as a pupil escort, teaching assistant, lunchtime supervisor, or similar support role.	D
Experience working with pupils with additional needs or behavioural challenges.	D
Experience supporting extracurricular or physical activities, such as sports clubs or outdoor learning.	D

GORSE

Experience supporting sports, outdoor education, or boating activities.	D
Experience handling or maintaining sports equipment.	D
Experience working in a team environment with physical or hands-on responsibilities.	D
Experience supporting sports, outdoor education, or boating activities.	E/D
Evidence of commitment to Continuing Professional Development	E
Other Conditions	E/D
Enhanced DBS Clearance	E

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.