



WYCOMBE
ABBEY

Visiting Rowing Coach

September 2025

Information for Applicants



Consider Wycombe Abbey

Wycombe Abbey is an exceptional place; we operate as a modern full boarding school for around 660 girls, and we are committed to the development of each one. We have over 125 years of experience in educating young women and our vision remains to provide our pupils with a world class education. We are excited about encouraging curiosity, bold ideas, innovation, leadership and delight in learning - inside and outside the classroom.

We are a welcoming and vibrant community for all staff. Our school is set in 170 acres of parkland within a five-minute walk of the town of High Wycombe. We offer superb modern facilities, including a sports centre, a performing arts centre, a wide range of teaching facilities and 11 boarding houses. We are constantly improving our site and through our new visionary masterplan, we will see the creation of a truly world class campus over the next decade.

Wycombe Abbey's outstanding reputation for excellence is built on the dedication and skills of the people that work at the School. Every member of staff at Wycombe Abbey contributes towards the School's thriving community and works to continually strengthen our ambition for excellence. We seek to recruit well-qualified and enthusiastic staff who demonstrate knowledge of, and passion for, their area of expertise and contribute to the wider life of the School. In return, the School provides staff with a wide variety of opportunities to develop professionally within a supportive team and wonderful working environment. Please do watch the video to hear more from the staff themselves about working at the School.

Superb academic outcomes are the hallmark of a Wycombe Abbey education and girls regularly secure places at the most prestigious universities globally. However, we understand the importance of looking beyond the narrow confines of excellent examination results to define success. Our rich co-curricular programme includes an array of activities and opportunities, ensuring that every girl develops her passions and explores new possibilities. These experiences, in turn, help to build the skills, discipline and character that will support her future life.

Ultimately, schools are about people and at the heart of Wycombe Abbey's success is our total commitment to pastoral care through boarding. The core values of mutual respect, encouragement and trust underpin everything we do; in this happy and close-knit community everyone is known as an individual, friendships flourish and girls enjoy each other's company.

Thank you for your interest in joining Wycombe Abbey. We hope that you will find the information in this pack useful, and we look forward to hearing from you if you feel that this post may suit your skills and experience.

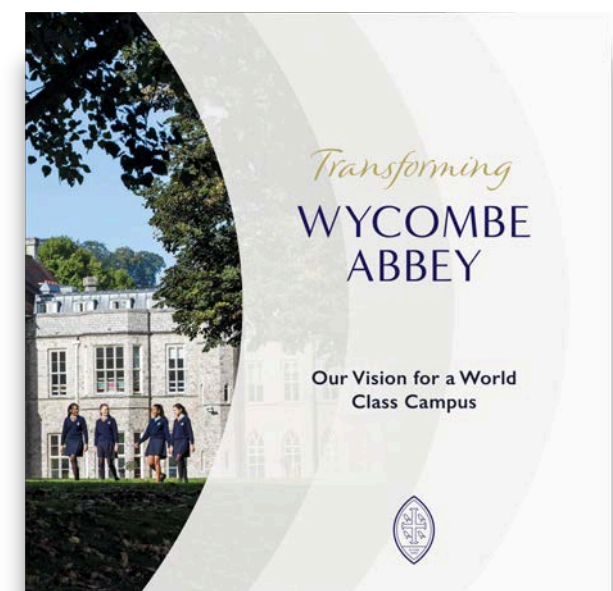
Mrs Jo Duncan
Headmistress



[Watch our film to hear why you should consider working at Wycombe Abbey](#)



[Read our Strategic Direction](#)



[Read about our Masterplan](#)



Our Values

Our values are the principles that guide the way we interact with other individuals and groups and are especially important in a boarding community like ours.

These are the values that shape our school.

Trust – we foster strong relationships built on trust through good communication, willingness to listen and honesty.

Encouragement – we promote a positive atmosphere where all members of the community are supported to develop and fulfil their potential.

Mutual Respect – we seek to understand and embrace differences in people, ideas and experiences with tolerance and understanding.

Dynamism – we are a forward-thinking school that nurtures the leaders of tomorrow for a global workplace.

Excellence – we believe in the importance of striving to be exceptional in whatever we do through the setting of ambitious goals and taking ownership of our decisions and actions.

Balance – we understand the importance of supporting staff and pupils to thrive by maintaining a healthy mind and body.

Innovation – we are excited about creating the future through being open-minded, curious and embracing change.

Service – we recognise the great rewards that individuals reap in helping, supporting and giving to others both within the school community and beyond it.



Teaching at Wycombe Abbey

The pupils at Wycombe Abbey are highly motivated with a strong work ethic. They are inquisitive, creative and eager to learn. Both pupils and teachers benefit from the small classes (typically no larger than 20 in Key Stages 3-4 and no larger than 12 in the Sixth Form), as well as well-resourced classrooms, libraries, laboratories and other facilities.

There is a wide range of ages and experience amongst the 115 teaching staff. Each year a number of newly qualified, and in some cases unqualified recent graduates, join the staff body. Wycombe Abbey offers statutory induction for Early Career Teachers and also offers teacher training/teaching apprenticeships to those without a PGCE.

There is proactive support for all new members of staff, who are guided through their first year at School by a variety of colleagues, with the line manager and an individually-appointed mentor taking the lead.

Professional development is highly valued at Wycombe Abbey and all staff are encouraged to participate in a vibrant and robust professional

development programme offering a range of opportunities including inspirational speakers, workshops, accredited courses, conferences, coaching and mentoring.

A Wycombe Abbey teacher typically teaches 30 35-minute periods per week. In addition, they are attached to a Boarding House and are responsible for a tutor group of around 10 pupils from the House. Teachers give freely of their time outside timetabled lessons, with all committing to co-curricular activities and helping individual pupils with their academic progress. Teachers are also expected to commit to other (supervisory) duties, such as accompanying House outings.

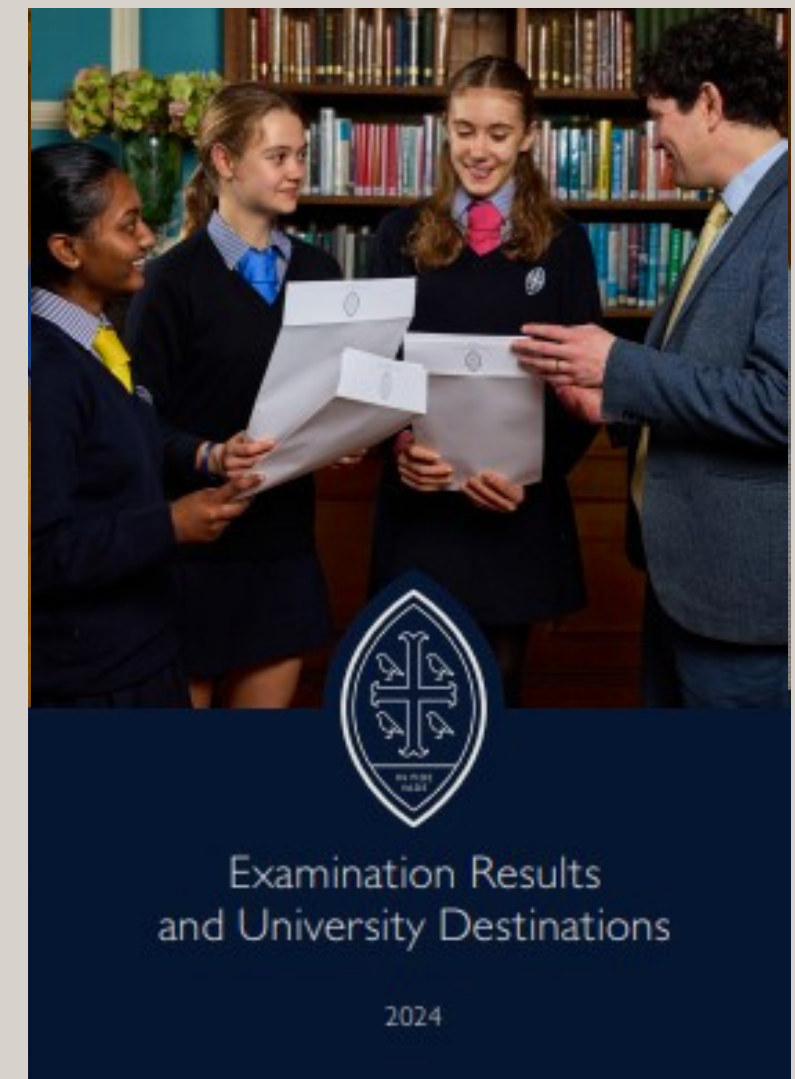
As a boarding school, Wycombe Abbey has lessons on Saturday mornings. There is time off during the week in lieu of Saturday teaching. Teachers are expected to be in school by 8:15am on weekdays and 8:45am on a Saturday. The teaching day finishes at 5:15pm on Monday, Tuesday, Thursday and Friday, 4:15pm on Wednesday and 11:50am on Saturday. Co-curricular and enrichment activities typically extend beyond these hours.

Benefits of Working at Wycombe Abbey

- Competitive salaries well above that of the maintained sector.
- A focus on staff wellbeing with a dedicated Wellbeing Committee chaired by the Headmistress. Events and activities include regular get togethers, a walking club and book-swap.
- Free parking provided on-site.
- Free use of the Sports Centre including swimming pool, gym and courts/pitches.
- All eligible staff enrolled automatically to the School's pension scheme.
- Invitations to school productions and concerts throughout the year.
- Salary sacrifice on electric vehicles.
- Free eye tests.
- Easy access to London (24 minutes to Marylebone), the Chiltern Hills and attractive towns such as Marlow, Henley-on-Thames and Beaconsfield. Heathrow is also just 20 miles away plus good transport links to other London airports.
- Provision of meals and refreshments all year.
- Generous training and development scheme with regular whole staff in-house and external training.
- Free will writing.
- Use of the School Library to borrow books.
- Access to the Employee Assistance Programme.
- Cycle to work scheme.

University Destinations and Results

Wycombe Abbey has a long tradition of academic success. The learning environment is supportive, yet challenging and our teaching specialists communicate a genuine love of their subject, encouraging all our pupils to pursue an intellectual curiosity beyond the curriculum.



[Click to see results and destinations](#)



PE and Games at Wycombe Abbey

The Physical Education (PE) Department is a busy, energetic and lively department with 11 full-time and one part-time teacher and over 20 visiting staff who contribute to a full extra-curricular programme. Teachers in the PE Department teach 36 lessons per week, which includes squad and team practices.

The sporting facilities are exceptional, with extensive grounds, five lacrosse pitches, a large floodlit Astroturf pitch, nine netball hard courts and 12 tennis hard courts. The School has an impressive, state-of-the-art sports centre, which is staffed by a full-time manager and three assistants. It houses a sports hall, gym/dance studio, fitness suite, swimming pool, four squash courts, climbing wall, meeting room, changing rooms, café area and offices.

In Years 7-9, the girls experience a broad base of activities with a generous allocation of taught Physical Education/Games each week. Lacrosse, Netball, Swimming and Squash are the main winter and spring sports, changing to Tennis, Athletics and Cricket in the Summer Term. All pupils complete five different curriculum PE units throughout the year, designed to develop the fundamental skills that are required for a broad range of physical activities.

In Years 10 and 11, all girls partake in a structured options programme. Lessons are designed to develop the pupils' knowledge and understanding in a range of sports and activities through a balance of staff instruction and self-motivated activity. Pupils also receive an induction to the fitness suite and are given guidance on personal programme development.

In the Sixth Form all pupils continue to participate in a range of activities within our options programme. Tactical situations and application of skills become the focus within team and individual sports. Pupils are encouraged to discover their preferred activity and develop a greater understanding of how to ensure regular activity forms part of their weekly routine both within school and beyond.

GCSE PE is well established (AQA specification) and A level is available in the Sixth Form (AQA specification). Alongside curriculum and academic PE, the School fields teams in a wide number of sports (eg. Lacrosse, Netball, Swimming, Polo, Gymnastics, Squash, Skiing, Athletics, Tennis, Football, Fencing Climbing, Rowing, Dance and Trampolining). Mid-week and weekend fixtures are arranged with other schools for many of these teams. Pupils take part in district, county, regional and national competitions in a wide variety of sports. There are regular sports tours abroad, most recently including a Tennis tour to Portugal, Netball tour to South Africa and Lacrosse tours to the USA, Prague and South Africa. In addition, the Department organises highly successful Dance and Gymnastics shows throughout the year.

We were proud to celebrate such success as winners of the 2020 U19A National Schools Lacrosse Championships, and more recently all our Lacrosse teams reached the last 16 if not higher at National Schools. The U14 Netball team placed 4th at the Regional round of the 2024 National Schools Netball Championships, just missing out on a place in the National Finals. Two of our squash teams secured their place at the 2024 National Schools Squash finals and a major highlight was our Junior Swim Team placing 7th nationally in the Bath & Otter Cup.

High performing pupils are invited to become part of our Performance Athlete Programme or Aspiring Athlete Programme. They receive tailored strength and condition sessions, are assigned a mentor from the PE Department and given additional support and guidance to aid them on their sporting journey in reaching their full potential. The School has academy status for Sports Leadership.

[Find out more about Sport at Wycombe Abbey](#)



The Role: Visiting Rowing Coach

Reports to:

Director of Sport.

Contract:

Part-time, flexible contract. The first six months will be a probationary period. Training sessions to take place for a couple of hours a week, between a flexible time window of 5:30pm - 8:30pm on weekdays and 12:00pm - 4:00pm on weekends.

Salary:

Wycombe Abbey has its own pay scale which compares favourably with other independent schools and is well above that of the maintained sector.

Aim:

The Rowing Coach will work closely with the Director of Sport in order to promote rowing at Wycombe Abbey.

Key Responsibilities

- Coach pupils, ranging from complete beginners to those of a high standard, offering encouragement, support and guidance as necessary.
- Prepare pupils for competitions/races (as appropriate) and encourage pupils to take up opportunities to develop their rowing.
- Provide leadership and guidance while organising and managing the crew or crews throughout the rowing season, whilst ensuring ongoing feedback, support and encouragement to all rowers.
- Develop and implement a training plan, tailored to the pupil's development.
- Lead weekly on-site land based sessions and weekly off-site water based sessions.
- Attend races or other competitions, as agreed with the Director of Sport.
- Maintain an on-going commitment to Continuous Professional Development (CPD) and remain abreast of the latest developments in Junior Rowing.
- Follow guidelines and procedures as set out for Visiting Staff in the Staff Handbook.
- Assess, record and report as required on the development, progress and attainment of pupils.
- Promote the general progress and wellbeing of any pupil assigned to her/him.
- Act in a professional manner, maintaining good order and discipline among pupils and safeguarding their health and safety, both when they are on the School premises and when they are engaged in authorised School activities elsewhere.
- Any other reasonable duties to support rowing at Wycombe Abbey, by agreement with the Director of Sport.
- Assist in the set-up of rowing equipment in line with health and safety rules and regulations.
- Have a willingness to contribute to the wider objectives of the Department (e.g. through the sharing of teaching materials, the writing of schemes of work, organising and attending departmental enrichment events).
- Have an appreciation of the aims and ethos of Wycombe Abbey.



The Role: Visiting Rowing Coach

Person Specification

Specialist Skills and Experience

- Possess a solid understanding of water safety issues and the ability to instil their importance in young people is essential.
- The following would be highly desirable, although not essential:
 - A British Rowing L2 Club Coach / Session Coach qualification (or equivalent).
 - A RYA Powerboat Level 2.
 - Valid First Aid Certificate.

If the successful applicant does not have these qualifications, training may be provided, and therefore a willingness to complete the above qualifications is essential.

Team Working

- Team working skills and the ability to motivate and inspire others.
- A proven ability to build a positive and collaborative rapport with pupils and staff alike.

Using Initiative

- Ability to work unsupervised and to take responsibility for own actions with good attention to detail.
- Willingness to lead by example and a 'hands-on' attitude.

Communication

- The highest level of communication skills for dealing with pupils, parents and staff.

Organisation

- Ability to organise time effectively, to create work schedules, to prioritise workload and to meet deadlines.

Flexibility

- A flexible, imaginative and innovative approach to work.
- To adapt successfully to changing demands and conditions.

Resilience

- Calm disposition and the ability to work effectively under pressure.
- Proactive problem-solver.

Safeguarding

Wycombe Abbey is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced Disclosure and Barring check.



Terms of Appointment

A formal contract of employment will be drawn up on appointment.

- Contract
 - Part-time, flexible contract. The first six months will be a probationary period.
- Appointment Date
 - September 2025.
- Salary
 - Wycombe Abbey has its own pay scale which compares favourably with other independent schools and is well above that of the maintained sector.
- Pension Scheme
 - The School offers membership of the School's Pension Scheme.
- Death in Service Cover
 - Life cover at 4 x annual salary.
- Equal Opportunities
 - It is the policy of Wycombe Abbey to ensure equality of opportunity for all members of staff, both teaching and non-teaching.
- Safeguarding
 - All staff share responsibility for promoting and safeguarding the welfare of pupils and must adhere to, and comply with, the School's Safeguarding and Child Protection Policy at all times.
- Pre-Employment Checks
 - The appointment is subject to an Enhanced Disclosure and Barring check.



Wycombe Abbey Community

Wycombe Abbey is a welcoming and vibrant community of 420 staff.

Our School is set in 170 acres of parkland. It is a beautiful countryside setting, within a five-minute walk of the town of High Wycombe. There is easy access to London, the Chiltern Hills and attractive towns such as Marlow, Beaconsfield and Henley-on-Thames nearby.

There are many National Trust properties within five miles such as Hughenden Manor, Disraeli's home for many years, West Wycombe Park and Cliveden.

There are outstanding primary, prep and secondary (including grammar) schools in High Wycombe itself and also in surrounding towns. London is within easy reach, with the fast train from High Wycombe to London Marylebone taking just 24 minutes. Oxford and Bicester Village are within 30 miles, with a direct train link. Wembley Stadium and Heathrow are just 20 miles away and there are good transport links to other London airports..

There is a range of committees that staff can join including Staff Wellbeing, Equality, Diversity and Inclusion, CPD and others. The Staff Wellbeing Committee organise staff wellbeing and social events on a regular basis, which are well attended.

Follow us on social media:
@WycombeAbbey



Closing date: Tuesday 3 June 2025
Interviews: Wednesday 11 June 2025

To apply, please fill in an online application
by clicking Apply Now.

We are an equal opportunities employer.
Registered Charity No. 310638

[Apply Now](#)



Should you have any questions, please do not hesitate to
contact the HR Team on 01494 895575
or whr@wycombeabbey.com.

