GORDONSTOUN
INTERNATIONAL SUMMER SCHOOL

West Coast Sailing Skipper

Job Description

Job Purpose: The Skippers, supported by the Mates, are accountable for all aspects of the personal welfare of the students for the duration of their sailing experience; this includes child protection, health, security and safety of the groups. The Skippers are also responsible for the welfare of the Mate and any Student Leaders (Group leaders who are approximately 17 years old and therefore are also require a duty of care).

Reports to: Skippers are responsible to the head skipper "Admiral" who manages the Sailing programme and his decisions are final with regards to all aspects of the sailing activities.

Role Details: Sailing Staff will be resident on their assigned yacht for the duration of the Gordonstoun International Summer School Courses or for as long as their contract defines. Skippers will share duties with the mates and ensure that supervision is delegated such that working hours are shared and managed. There is a standard skipper pay rate which is reviewed annually and advised at interview or as part of the contract process

Role Context: The Gordonstoun International Summer School (GISS) was founded in 1976 and 300 boys and girls, aged 8-16 and from over 40 countries attend GISS each year. All students take part in the sailing phase, with groups rotating every three days, either having come from, or be going to, the Adventure Centre. Each yacht has an assigned skipper and Mate and the average size of the student group will be 4-6.

Role responsibilities

1. To deliver a safe and happy sailing experience for the students where they are encouraged to develop skills that enable them to successfully participate in the sailing experience. Where possible the student should be given the opportunity for personal development through the challenges they meet in the sailing programme. English speaking should be promoted at all times.

2. To sail the boat safely and look after the boat, keeping within the Skippers own comfort zone and within Admirals instructions, whilst recognising the children's comfort zone too.

Pastoral:

3. With the support of the Admiral and the Mate, be accountable for all aspects of the students' personal welfare, ensuring that the Child Protection policies are adhered to as laid down in GISS policy documents.

4. To familiarise yourself with GISS's Health & Safety policies and procedures, including risk assessments and safe methods of work specific to your assigned yacht. To be responsible for your own Health & Safety and that of the students and staff in your care, reporting any concerns to the Admiral and/or Director.

5. In conjunction with the Admiral or other designated staff, manage administration of homely remedies. Be aware of any pastoral information provided per student, keeping it confidential and using as appropriate to support the student. Document as per procedures advised and share with the Admiral (or Director) as appropriate.

6. To counsel students, as necessary, on pastoral and other matters. Some will be experiencing the adventurous activities and close communal living for the first time, some may have pre-conceived ideas, or have language challenges, therefore Skippers should expect to handle a wide range of varying concerns.

7. To set and expect appropriate standards of behaviour from students, particularly in their relationships with others. To ensure that the GISS guidelines laid down in the Guidelines for Summer School Students booklet are understood.

8. To respect and support students to practice their religious beliefs, irrespective of culture and ethnic origin.

9. To support and manage Student Leaders as junior staff, providing coaching guidance and pastoral support as appropriate and outlined above.

Communication:

10. To manage communication with students on all aspects of the daily programme.

11. Any request or requirement to contact a parent is to be escalated to the Admiral, who will manage all parent interaction in conjunction with the Director.

12. To appropriately escalate any behavioural, social or health concerns involving students, Staff Assistants and Student Leaders to the Admiral and to complete and sign accidents or incident reports as required.

13. To communicate any incident immediately, or is as soon as practically and safely possible, to the Admiral or Director. Failure to do so may result in disciplinary action. (This includes any grounding or near miss)

Staff Management:

14. To provide direction and supervision of Mates and Student Leaders. Skippers will refer promptly any problem which they cannot resolve to the Admiral. GISS guidelines, including the Skippers & Mates Sailing Handbook, should be referred to where appropriate.

Administration:

15. To assist with the completion of student & Student Leader related documentation at the end of each student group stay. This may include, but not be limited to, Duke of Edinburgh reports and basic student reports.

16. To co-ordinate the administration/petty cash of your yacht with the Admiral, Staff Assistants (Mates) and Student Leaders.

17. To understand and adhere to the safety and fire regulations for their yacht and ensure all students, Student Leaders and Mate are briefed according the GISS policies.

18. Using the designated process, ensure that any fabric and equipment is received and returned to the school, owners or charterers in a satisfactory condition. The Skippers & Mates Sailing Handbook, should be referred to where appropriate.

Team responsibilities

- Comply with Gordonstoun's policies and procedures on Child Protection and Health and Safety.
- Contribute in a positive way to the ethos of the school in line with Gordonstoun's values; Safe, Positive, Improving
- Carry out any other task as required from time to time in order to support the school

Person Specification:

Attributes	Essential	Desirable
Education and qualifications	• Yachmaster commercial Off shore • ML5/ENG1 • First Aid Certificate • VHF Licence	
Skills and Experience	• Managing yacht life • Cooking experience • Managing and motivating staff • Ability to deliver sailing instruction informally to students in the 11-16 age range and the ability to simplify for younger age groups (8+) • Setting expectations and Managing behaviour in young people	• Working with children in a residential environment • Motivating and inspiring an interest in sailing and life aboard the yacht
Personal qualities	• Enthusiasm and the ability to deliver a fun experience • Kindness and patience • Team player • Self-reliance	
Safeguarding	Suitable to work with children A Disclosure Scotland PVG check will be completed on the successful candidate	