

SCHEDULE ONE JOB DESCRIPTION

JOB TITLE: Director of Rugby

DEPARTMENT: Sport

KEY RELATIONSHIPS:

- **Reports to:** Head of Sport
- **Functional relationships:** Head of Sport, Headmaster,
All rugby coaches and managers
King's College rugby community

1. OVERALL RESPONSIBILITY

With the Head of Sport, work collaboratively with King's rugby coaches and managers and the wider rugby community (internally and externally) enabling the College to build on its current strengths and ensure the College earns a reputation as being, not just a preeminent rugby school, but also one where rugby plays a key part in providing the best all-round education for its students.

2. KEY RESPONSIBILITIES

a) Directorship:

- Provides quality leadership to King's rugby coaches and managers, so that they work as a high performing and collaborative team acting in the best interests of the College and its students
- Designs and implements a King's rugby skill development model that focuses on progressive skill development from Years 9 through to 13.
- Designs and implements a King's College rugby plan that contains common playing themes and language that *all* teams and Coaches will adopt.
- Ensures that all coaches are suitably resourced and assisted in delivering the King's rugby common coaching elements.
- Ensures that the College has the appropriate systems and processes to support the coaches in their roles. This will include creating coaching resources and building player skill capability from the juniors through to the senior teams.
- With assistance from the Head of Sport, sources and recruits suitably experienced external coaches where required, and appoints all Coaches (external and teaching staff) to rugby teams across the Open Weight and Weight Grade programme.
- Within the limits set by the College, actively sources and recruits the best young players from around the country to come to King's College.
- Organises and manages the King's Inter House Rugby Championship each season.
- Organises and manage the King's Rugby prizegiving event at the conclusion of the season.

b) Administration:

- Ensures that all of the necessary administration requirements for ARU and College Sport are carried out on time and to the necessary standards including: Player and Team registrations, weekly results submission, ARU injury and incident paperwork, change of fixture protocols.
- Ensures that the necessary administration systems are in place so that rugby costs and funding are well managed and monitored.

c) Communication:

- Builds constructive and positive relationships with parents and the wider rugby community to ensure the College is engaged as a supportive and attentive member of the wider rugby community
- Liaises with the Head of Sport each week to ensure that everything is in order for weekend fixtures. This includes ground allocations, first aid coverage, referee allocations, transport requirements, changing room allocations.
- Ensures that weekly match reports are submitted on time each week to the Head of Sport and the Development Office.
- Following the conclusion of the season, ensures that end of season reports are completed by each coach in a timely fashion.
- Submits a Sports report at the end of the season for the King's Collegian and other King's publications that inform and promote the code.

d) Health and Safety:

- Works within the College's Health and Safety Policy
- Hazards are identified, eliminated, isolated or minimized where possible.
- Accidents / incidents are reported according to College guidelines
- Ensures that all coaches and managers within the sport are cognisant of the Health and Safety considerations and that all staff have signed off the Risk Management register each year.

The preceding statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as a list of all responsibilities, duties and skills required of the position and the incumbent. The incumbent may be required to undertake any other duties as may be reasonably required by the Headmaster or Head of Sport.

e) EXPECTED OUTCOMES

- College community commits to a shared long-term vision, implements, monitors and continually reviews for improvement
- Constructive and dynamic relationships with parents and the wider rugby community
- Clear expectations agreed, measured and monitored with coaches and on-track decisions made and implemented in a timely fashion
- Players and their parents understand pathways to success
- Regular communications (written, social media etc.) in place to ensure the College's reputation is protected and enhanced
- A strong preventative and supportive health and safety culture is created through all teams with understanding and support from parents
- Budgets are well managed.

4. VALUES

Role-models and upholds key King's College Values:

- **Generosity of Spirit**
We value a culture of service and of giving to others
- **Gratitude**
We value the opportunities available at the College and welcome life as a gift to be enjoyed
- **Honesty**
We value trust and truthfulness in all human relationships
- **Moral Courage**
We value strength of character and leadership, guided by a strong moral code of behaviour
- **Pursuit of Learning**
We value the spirit of enquiry and the intellectual growth of students, including their different learning needs, to become creative, engaged and open-minded learners
- **Respect**
We value the fair treatment of all people and the preservation of human dignity
- **Spirituality**
We affirm the significance of the Christian spiritual journey which gives personal meaning to life
- **Tolerance**
We value the acceptance of all people and encourage a sense of belonging in our Community

SIGNATURES: _____
Director of Rugby

MANAGER: _____
Head of Sport