

DIRECTOR OF RUGBY - JOB DESCRIPTION

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

Job Title:	Director of Rugby
Reports to:	Director of Sport
Department:	Sport
Hours per week:	20 hours per week, Term time only Monday 15:00 - 16:45 Tuesday 08:30 - 16:35 Wednesday 13:10 - 16:35 Thursday 08:30 - 12:20 Friday 11:30 - 16:35

Ealing Playing Pathway/ETEP - Monday Evenings, Saturday fixtures, Sunday 7s tournaments in the Lent term. Additional skills coaching for rugby scholars can also be added on top of core hours. Recruitment visits, pre-season and touring will be required outside of term time and/or contract hours. Core contract hours may change on a termly basis but this is averaged out to 20 hours per week in term time. Admin time required outside of these core coaching hours of 3 hours per week.

Role Summary

To lead Rugby at Pangbourne College with a view to achieve our aim 'to be the school of choice for sport in the South East of England'. This is in line with our sport philosophy which is to foster a lifelong love of physical activity, via three pillars of enjoyable participation, meaningful competition, and aspirational performance.

Key Responsibilities:

Leadership and Management

- Overtly and proactively support the department's vision and values to pupils, parents and the wider community
- Continue to develop a strategy and vision for rugby in conjunction with DoS, in line with our sport aim
- Create and develop rugby schemes of work to aid the delivery of rugby throughout the school in conjunction with DoS oversee the staffing of rugby

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- Coach across the year groups and lead a team
- Lead the 7s programme in the Lent term
- Develop an effective pre-season programme in the Summer term
- Work with the DoS to develop a pupil recruitment strategy in rugby
- In conjunction with DoS, build, develop, and lead our partnership with Ealing Trailfinders
- In conjunction with DoS, build strong links with local rugby clubs.
- Work the DoS to develop a rugby coaches' CPD programme
- Manage a designated budget, in conjunction with the Director of Sport
- Manage appropriate risk assessments for rugby, in conjunction with the Director of Sport
- Review annual rugby performance with agreed targets in the following areas: results, participation, retention, pupil recruitment, pupil feedback, high performing pupils.
- Ensure all safeguarding aspects are monitored and implemented through the College Safeguarding team

Calendar responsibilities

- In conjunction with the DoS, develop and coordinate a fixture list that is appropriate and challenging
- Ensure entry to high profile competitions such as Natwest Cup and Rosslyn Park 7s
- Coordinate and plan all catering and transport provision in conjunction with the Director of Sport
- With the DoS, coordinate and plan pre-season training and touring opportunities
- Lead Divisional rugby (house)
- Arrange opportunities for outreach sessions with local prep and primary schools.

Camps

The Director of Rugby is able to use the College name and facilities to run camps and events. They are able to set their own cost for this event but all billing must go through the Bursary. The College will take 40% of the profits from these events, but the Director of Rugby will be responsible for all other costs eg. staffing. The Director of Rugby can take all other profits.

SAFEGUARDING

- Adhere to College policy on safeguarding and updating training as required
- Ensure the safeguarding and well-being of children and young people at the College in accordance with College policies

Other

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager.

The Job Description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and College.

This job description and accompanying documentation do not form part of the employment contract.

Child Protection and Safeguarding Policy

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with the Pangbourne College Child Protection and Safeguarding Policy, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.

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Terms and Conditions of Service

The post holder will be required to comply with all policies and procedures issued by and on behalf of the College.

The post holder will be subject to an Enhanced Disclosure and Barring Service Certificate.

The post holder will be required to participate in the College's appraisal procedures as an appraisee and if applicable, as an appraiser.

The post holder will be required to attend statutory and mandatory training.

Information Security, Confidentiality and Data Protection

During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All personal identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the General Data Protection Regulation and the College's Privacy Notice, unless explicit written consent has been given by the person identified.

Equal Opportunities

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

Health and Safety

Under the Health & Safety at Work etc Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the College and colleagues in complying with Health and Safety obligations to maintain a safe environment.

It is the firm policy of the College to promote a happy, professional, yet "family" atmosphere and to develop the potential of all pupils and staff. If ever there is a need to talk over aspects of school, or indeed home-related issues, please speak to your head of department or a colleague.