



### JOB DESCRIPTION

**Job Title:** Head of Cricket  
**Responsible to:** Director of Sport

#### **Job Purpose:**

The Head of Cricket is directly responsible to the Director of Sport (DoS) for the management, organisation and administration of all cricket activities throughout the Lower and Senior School. They will take a lead role in the development of the sport in all aspects of the curriculum and work with the Assistant Directors of Sport (ADoS) to ensure a high-quality programme is delivered to all pupils associated with the School.

#### **Coaching Responsibilities**

- Lead/manage the coaching of all the school's cricket (Pre-Prep to VI Form)
- Lead the winter programme in the Michaelmas and Trinity Terms
- Maintain personal professional skills through regular INSET and training
- Provide opportunities for staff development with workshops, clinics and promotion of internal and external INSET

#### **Administrative Responsibilities**

- Organisation of a balanced fixture card for both boys and girls and across all age groups
- Organisation of the whole school pre-season training programme
- Input of all fixtures and logistical information on SOCS (sports website)
- Booking of umpires for competitive 1<sup>st</sup> and 2<sup>nd</sup> XI fixtures
- Production and regular monitoring of the cricket risk assessment
- Work closely with the marketing department to keep the school website up to date with fixtures, news reports and success stories. As well as contributing to the department Twitter and Instagram accounts.
- In collaboration with the DoS firmly establish a touring schedule for cricket and take a lead role in the running of planned trips
- Work closely with the Sport Department Manager (SDM), ensure that; transport and catering arrangements are in place for all fixtures and games lessons

#### **Management Responsibilities**

- In conjunction with the DoS effectively allocate and manage the available human resources to all teams and games lessons
- Submit and manage the annual budget

#### **Performance**

- Work closely with the ADoS (Performance) to create and monitor both player and structural pathways, peaking at senior level, to enhance Norwich School's reputation in the East of England and beyond as a place to develop elite level players and attract top talent to the School
- Work closely with the Strength and Conditioning (S&C) team to coordinate and manage the S&C programme for all cricket squads.
- To oversee the use of video analysis across the cricket club



### Participation

- Provide opportunities for all pupils who play cricket to participate competitively for the school
- Organisation of the annual house cricket festival
- Create opportunities for Norwich School pupils to experience a range of roles within their sport

### Wider Community

- Develop strong relationships with local prep schools
- Establish links with sporting National Governing Bodies, Universities, Norfolk Cricket and regional 1<sup>st</sup> class counties to benefit all stakeholders at Norwich School
- Be an active part of the Norwich School partnerships programme to promote sport in the wider community and beyond

### General Responsibilities

- Deliver high quality teaching in at least one other Norwich School main sports.
- Contribute to teaching in the academic curriculum if required and in line with expertise
- Contribute to the Norwich School Sports Outreach programme if required and in line with expertise
- Make a full and active contribution to coaching in the games programme in a range of sports that best fit the expertise of the individual and the needs of the school
- Play a full and active role in the life of the school including pastoral support, delivery of PSHE and any other reasonable role deemed suitable by the Head.
- Other departmental responsibilities within reason deemed appropriate by the Director of Sport

### Teaching at Norwich School

A sports Teacher at Norwich School will teach across the Senior School age range of 11-18 and the Lower School pupils age range of 4-11. The role reports to the Director of Sport. Teaching staff at Norwich School are expected to maintain the highest standards in their working practices and aim to achieve quality sports teaching, defined as:

*The application of professional, interpersonal and intrapersonal knowledge to improve a pupil's confidence, capacity, connection and character through the right sporting environment supported by positive and relevant teacher interventions. All with the pupil and staff welfare at the heart of our approach.*

### General Responsibilities

- Be committed to the School's ethos of aiming to be a beacon for sport in the East of England and beyond.
- Consistently deliver quality teaching across all age ranges
- Understand and apply all related sports protocol and risk assessment information
- Have expertise in at least one of the core sports at the school
- Have due regard to different needs of pupils, including any special educational needs in a sporting context
- Abide by the departments 'Our Standards' guidelines
- Contribute to teaching in the academic curriculum if required and in line with his/ her expertise.
- Make a full and active contribution to both curriculum and extra-curricular activities within the sports programme

# Norwich School

## Head of Cricket

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- Be available to take teams at weekends and in the week each term.
- Attend departmental meetings and play an active role in departmental discussion and curriculum development including contributing to schemes of work within the department
- Be responsible of any other departmental responsibilities within reason that are deemed appropriate by the Director of Sport.

### **Fulfil wider professional responsibilities within Norwich School**

- Be involved in the rich and broad education that develops the diverse talents of boys and girls equipping them for leadership and service; including taking part in the School's non-examined programmes such as outreach projects, community service, independent study or CV
- Be involved in co-curricular activities including trips, sports, music, drama, outward bound, clubs and societies
- Be involved in the pastoral care of pupils whether in a house setting or as a tutor or mentor or in other roles, including attending daily assemblies and services
- Communicate appropriately and effectively with parents on a pupil's development and on other school business
- Carry out any other reasonable request by the Head Master

### **Personal and professional conduct**

A sports teacher at Norwich School is expected to demonstrate consistently high standards of personal and professional conduct. Staff will uphold the School's Christian values of love and compassion for one another in their activities and relationships. The following statements define the behaviour and attitudes which set the required standard for teachers at Norwich School:

- Teachers will uphold the excellent reputation of Norwich School and maintain high standards of ethics and behaviour within and outside School.
- Command respect from pupils, parents and colleagues
- Adhere to school policies & procedures including professional conduct and child protection guidelines
- Teachers will have proper regard and professional regard for the ethos and aims of Norwich School and maintain high standards in terms of their own attendance and punctuality



## PERSON SPECIFICATION

	Essential	Desirable
<b>Education and Qualifications</b>		
Degree in sports science field		X
NGB Level 2 certificate or above in specific sports offered		
Maths, English & IT level 2	X	
<b>Experience</b>		
Experience of teaching and training	X	
Experience of coaching at an elite level		X
Playing background in elite level sport		X
Background of working with children in sport		X
<b>Basic skills and competencies</b>		
Effective coaching skills	X	
Effective assessing skills	X	
Relationship management skills	X	
Ability to work in a team and also use own initiative	X	
Proven organisational and planning skills	X	
A strong commitment to Safeguarding	X	
Excellent communication skills	X	
D1 Driving Licence		X
<b>Personal Qualities</b>		
A passion for learning	X	
The ability to work with and motivate pupils, staff and parents	X	
Commitment to being a positive sporting role model to all stakeholders in the school	X	
Effective time management skills		
Evidence of Continued Professional Development		X
Be available for Saturday fixtures, holiday sessions and evenings throughout the School year	X	
Be willing to commit to life in a busy department, including an extensive after school extra-curricular programme.	X	



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## BENEFITS

### **Salary**

The post is offered at a salary commensurate with skills, experience and qualifications.

### **Teacher's Pension**

Teaching staff are eligible for membership of the Teacher's Pension Scheme.

### **Healthcare**

Staff may benefit from the school's private healthcare plans. To join, a full-time member of staff has to contribute £100 per annum. The spouse and dependent children may also join the scheme at the prevailing corporate rate.

The school also offers a free flu jab to those staff who wish to take this up and this is administered on site during the school day by a nurse.

### **Personal Accident Insurance Scheme**

Staff are eligible for free membership of the Personal Accident Insurance Scheme.

### **Fee Remission**

The school's standard remission on tuition fees for teaching staff, currently at 50% pro rata for each child, is available if your children are admitted to Norwich School

### **Lunch**

Staff may enjoy a complimentary lunch in the school's Refectory during term-time.

### **Salary Sacrifice Schemes**

Norwich School offers the Cycle to Work scheme.

NOTE: Please note that Norwich School and the Lower School are located in the centre of Norwich with very limited parking. The successful candidate may apply for a parking space but success will be dependent on availability and on meeting the school's criteria for awarding parking spaces. However, the school is well served by public transport systems. Bus stops are located just outside the Cathedral gates and there are frequent services for the various Park 'n' Ride car parks as well as for other parts of the city and county. The Norwich mainline train station is only 5-10 minutes' walk from the school.