



# JOB PACK

## Forwards & Skills Coach

Closing Date: Friday 18 August 2017 (midday)

Interview Date: w/c Monday 28 August 2017

Abingdon School, Park Road, Abingdon, Oxfordshire, OX14 1DE

Tel: +44 (0)1235 521563

Fax: +44 (0)1235 849079

[www.abingdon.org.uk](http://www.abingdon.org.uk)



From the Director of Finance & Operations: Justin Hodges

## Message from the Director of Finance & Operations, Justin Hodges

Thank you for your interest in the Abingdon School Foundation. I am delighted that you are considering working here. As a member of the support staff you will play a pivotal role, and be instrumental in supporting the rest of the School community in delivering its core aim of striving to provide the very best academic, pastoral and Other Half experiences to our pupils.

Please take some time to look at our website, [www.abingdon.org.uk](http://www.abingdon.org.uk), as this will tell you a lot about us and give you a taste of the atmosphere. The Abingdon Foundation is a community of some 1250 boys, currently around 1000 at Abingdon School and 250 at Abingdon Preparatory School. Boarding houses are full with 137 boarders and the sixth form has around 350 boys. We employ some 340 teachers and support staff across the Foundation. The Board of Governors oversee the whole Foundation.

Abingdon School and Abingdon Preparatory School occupy large and beautiful campuses. The facilities are excellent, and we are now looking at future development with keen anticipation. We opened our new 21 laboratory science centre in Autumn 2015 which has transformed our science facilities and created the space for new facilities for other subjects. Since September 2014 we have been managing and developing Tilsley Park, [www.tilsleypark.co.uk](http://www.tilsleypark.co.uk), and this offers an exciting complement to our existing, excellent sports facilities. The whole School benefits from a continuous refurbishment and redevelopment plan, adding further impressive facilities to a very well resourced school.

We may be over 760 years old (!) but we are a forward-looking, dynamic school. There is pride and commitment amongst those who work here and we always look for high calibre professionals to join us. I hope that you might see yourself joining this happy and purposeful community.

Justin Hodges  
Director of Finance & Operations



## **FORWARDS & SKILLS COACH**

**Abingdon School is seeking to appoint a rugby union Forwards and Skills Coach to deliver the coaching and assist in the development of the rugby programme for the 2017 season.**

For further information and an informal discussion please contact:  
Matthew Gold, Director of Rugby – [matthew.gold@abingdon.org.uk](mailto:matthew.gold@abingdon.org.uk)

### **ROLE DESCRIPTION**

**Reports to:**

**Matthew Gold, Director of Rugby**

**Key relationships:**

**All age grade rugby staff; age grade lead coaches; Director of Rugby; Director of Sport.**

**Nature and scope of job:**

The post-holder will contribute to the planning and delivery of the rugby coaching programme for the season across the whole club, providing a positive and successful training, environment. Provide high quality coaching to players from U12 to U18 1st XV level to enable them to perform at their optimum level whilst enhancing the Abingdon School rugby programme.

### **PRINCIPLE RESPONSIBILITIES**

1. The delivery of Forward and Skills coaching to all age groups from U12 age grade up to 1st XV U18 age grade level.
2. Implement and assist in delivering and developing a core curriculum across the Abingdon School Rugby Club.
3. Ensure the Abingdon School rugby programme objectives are met by contributing to the preparation of age grade coaching programmes developing the skills and understanding of the players.
4. Ensure players receive the highest quality coaching, preparation and feedback as directed by the Director of Rugby.
5. Work in conjunction with the Director of Rugby and age group coaches to facilitate the selection of players in an objective manner when appropriate.
6. Help evaluate coaching sessions and matches with the coaching team and players where and when directed by the DoR using analysis tools.
7. Provide constructive feedback to players to enable them to continue with their development, directed by the DoR.
8. Assist in developing a player profile system across the club.
9. Attend team meetings lead by the Delivery Team (DoR/Age Group Coach).
10. Assist in the identification of highly talented players who have the potential to move into representative squads (CB/DPP/EPDG).
11. Participate in an annual review of performance and commit to a programme of professional development.
12. Ensure the coaching and playing squads present themselves as ambassadors for Abingdon School acting within accordance of the Core Values of the sport.

## **KNOWLEDGE, SKILLS AND QUALITIES**

- Hold a minimum of a RFU / UKCC Level 2 Coaching Qualification, its recognised equivalent or higher. Ideally have coached at county, divisional or academy representative level, but not a prerequisite.
- Applicants should have experience of coaching at school level, and must have the ability to coach U12 age grade right through to U18 1st XV level.
- Self-motivated, committed and enthusiastic about inspiring learning, holding high standards of personal accountability and responsibility for Abingdon School players.
- Demonstrates a track record of personal coach development and a willingness to continue to develop this in the future.
- Can articulate and deliver clear and up to date technical and tactical content in accordance with the Abingdon School rugby curriculum, objectives, and philosophy.
- Works effectively with members of the Abingdon School staff under the direction of the Director of Rugby.
- Has significant experience of coaching young players at club / school level.
- Is strongly biased towards a Player Centred approach to learning, coaching and development.
- Support a playing environment that balances player development with team performance.
- Is able to articulate and deliver sound coaching processes relevant to the programme.
- Displays commitment to the protection and safeguarding of children and young people
- Values and respects the views and needs of children and young people

## **ACCOUNTABILITIES**

- The post holder is accountable to the Director of Rugby for the successful delivery of the responsibilities as outlined above.
- The post holder will work closely with relevant professional staff, Director of Rugby and Director of Sport.
- Be able to commit to all the coaching hours required from September 2017 through to December 2017 (see hours of work).

### **Hours of work:**

- Start date TBC (pre season), ending Thursday 14 December 2017.

### **Representative term time working hours:**

(Excluding Term School Holiday Dates, and Bank Holidays - Part time role.)

- Monday 12:00 to 17:00.
- Tuesday 13:45 to 17:00.
- Wednesday 14:30 to 17:00.
- Thursday 13:45 to 17:00.
- Friday 12:00-17:00.
- Saturday availability (see 2017 fixture card) to be discussed at interview

\*Additional hours may be required for tournaments and fixtures outside these normal Games sessions.

## HOW TO APPLY

If you would like to apply for this position you will need to register and apply on our recruitment portal via the following link: <https://vacanciesatabingdonschool.ciphr-irecruit.com>

### Completing your application

- Please read all the information provided before completing your application.
- Please note that prior to submission of your application you will be required to upload a covering letter which provides you with an opportunity to introduce yourself and explain your motivation for the role. This can be especially important if your circumstances are such that a significant pay change, career change or relocation is involved.
- Please do not send testimonials, certificates or examples of work etc., unless specifically requested in the Job Pack.

### Guidance for the completion of the section 'additional skills, experience and interests'

This is an important section of the application as it gives you the opportunity to tell us specifically why you think you should be considered for the job, showing how well your skills, abilities and experience meet our requirements. You should give clear examples rather than simply stating that you possess certain skills and abilities or simply outlining all your experiences whether relevant or not. For teaching staff it is important that you use this section of the application form to outline how you would contribute to Abingdon's 'Other Half' (extra-curricular) programme.

### References

All offers of employment within the Foundation are subject to the receipt of a minimum of two satisfactory references. One of the references must be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children. **If you are or have been employed within a school, then one reference must be from the Head of your current school, or the last school at which you worked.** Neither referee should be a relative or someone known to you solely as a friend.

Shortlisted applicants for teaching posts are advised that references will be taken up **prior to interview**.

Shortlisted applicants for support posts are advised that references **may** be taken up prior to interview. Please note, unless you ask us not to we will assume it is acceptable to contact your references at any time.

### Interview Process

If you are invited for interview your visit will involve a brief session with our Human Resources Department, in order to undertake a number of checks we are required to carry out by the Department for Education (DfE).

These checks include the requirement for a satisfactory criminal records check at enhanced level through the Disclosure and Barring Service (DBS). A list of valid identity documents will be sent to you in advance of your interview.

In addition, we require evidence of the following:

**Identity** – passport or photocard driving licence

**Address** – document from Group 2b of the DBS List of Valid Identity Documents with current address

**Right to Work in the UK** – passport or full birth certificate

**Qualifications** - original documents confirming any educational and professional qualifications you refer to in your application

**Overseas Checks** – if you have worked or been resident overseas for three months or more in the previous five years please bring original copies of any overseas police checks that have already been completed

If you have changed your name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) you will be required to provide documentary evidence of the change.

During your visit with our Human Resources Department, if you have not done so already, you will be required to sign your application form in order to declare that the information you have given is accurate and true.

In the event that you are unsuccessful please be assured that photocopies of documents taken will be destroyed.

Interviews are conducted in person and will explore your suitability to work with children. On occasion, applicants will be invited to participate in a preliminary Skype interview.

### Teaching Posts:

If you are invited to interview you will be required to teach a lesson which will be observed. You will be advised beforehand as to the lesson brief. You should expect to attend a number of interviews, tour the School and meet some colleagues.

## Support Posts:

As well as a face to face interview, if relevant to the role, the selection process may include some other form of assessment e.g. administrative test, demonstration of practical skill, a presentation etc.

## Conditional Offer of Appointment

Any offer to a successful candidate will be conditional upon the following:

- verification of identity;
- verification of qualifications and professional status;
- a satisfactory criminal records check at enhanced level through the Disclosure and Barring Service (DBS);
- a check against the Barred List;
- a Prohibition from Teaching check (if applicable);
- a Prohibition from Management check (if applicable);
- a Check of Teaching Restrictions imposed by the European Economic Area (EEA) (if applicable);
- where the successful candidate has worked or been resident overseas for three months or more in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance;
- verification of the right to work in the UK;
- receipt of at least two satisfactory references;
- a check for gaps in your employment history;
- verification of medical fitness - completion of a medical declaration and satisfactory medical examination in certain circumstances;
- satisfactory completion of the probationary period.

## Safeguarding

All adults working at Abingdon should be aware of their responsibility to safeguard and promote the welfare of every pupil, both physical and emotional, inside and outside school. This involves ensuring that pupils are protected from significant physical or emotional harm and that there is a positive commitment to ensure the satisfactory development and growth of the individual. Everyone working at Abingdon should be aware of and, when necessary, follow the school's safeguarding guidelines, which are in line with the Department for Education's (DfE) and Oxfordshire Safeguarding Children Board's (OSCB) practice and procedures – available online at <http://www.oscb.org.uk>. The School's Safeguarding Policy can be found on the Abingdon School Website.

All new members of staff, including volunteers, agency workers and contractors are provided with the following documents and required to sign a declaration to confirm that they have read and understood them before they start work and at regular intervals thereafter:

- Keeping Children Safe in Education (Part One and Annex A)
- Safeguarding Policy
- Staff Behaviour Policy
- ICT (Staff) Policy
- Health and Safety Policy

These documents include all the relevant information about safeguarding, KCSIE, codes of conduct, missing children policy and whistleblowing policy.

In addition, individuals appointed to work in an Early Years Foundation Stage (EYFS) setting are required to complete a 'Staff Disqualification Declaration' before they start work and on an annual basis.

## Warning

Where a candidate is –

- found to be on the Barred List, or the DBS disclosure shows he/she has been disqualified from working with children by a Court; or
- found to have provided false information in, or in support of, his/her application; or
- the subject of serious expressions of concerns as to his/her suitability to work with children

the facts will be reported to the DBS and the Police and/or the Local Authority Designated Office (LADO) will be consulted. If the individual is a teacher, a referral may also be made to the National College of Teaching & Leadership (NCTL).

## Queries

If you have any queries at all about the recruitment process please contact the Foundation's HR Department on 01235 849136 or [recruitment@abingdon.org.uk](mailto:recruitment@abingdon.org.uk).

Abingdon School is an Equal Opportunities employer.