



CHISLEHURST & SIDCUP GRAMMAR SCHOOL

JOB DESCRIPTION

Director of Rugby Development

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This job description may be amended at any time following discussion between the Headteacher and CSGSHR and will be reviewed annually.

LINE MANAGER: Head Teacher

FUNCTIONAL LINKS: Teaching staff, support staff, pupils, suppliers and rugby coaches

MAIN PURPOSE Responsible for providing all rugby support for the PE department. To provide strategic direction, leadership, implementation and oversight of the Rugby programme at Chislehurst & Sidcup Grammar School.

MAIN RESPONSIBILITIES

The Head of Rugby will be expected to perform the following duties:

- Build a culture of excellence, innovation and learning that supports student athlete development throughout Rugby at Chislehurst & Sidcup Grammar School.
- Production of and implementation of a strategic plan, in conjunction with the Head of PE, for the development of rugby at Chislehurst & Sidcup Grammar School.
- Plan, lead, implement and manage the coaching programme for the school including offering advice and support to colleagues and coaching staff at all levels.

1. Job Duties

- Be abreast of the latest trends and developments within Rugby in order to incorporate this thinking into the strategy for Rugby at Chislehurst & Sidcup Grammar School.
- Co-ordinating the implementation of the Club's "agreed playing philosophy" throughout all teams

- Set behavioural standard policies for all teams and members at the start of the season in line with school policies.
- To ensure all equipment i.e. match and training balls, team shirts, contact shields and suits etc. are fit for purpose and ready for use as required.
- Liaise with ground staff over pitch requirements and usage.
- To be the focal point on match days. Welcome opposition players and staff, school referees and society referee. Ensure the smooth running of all aspects of the event including set down and locking up.
- Effectively builds and maintains long term networks and relationships - clubs and feeder schools.
- Designated First Aider.

2. Coaching

- Where necessary in conjunction with the Finance Office recruitment, direct and manage the additional qualified coaching staff required for the effective coaching and development of school rugby.
- Provide succession planning to ensure that qualified coaches are appointed to all teams and receive the appropriate training required by attending designated coaching courses.
- Make sure all weekly coaching sessions can be delivered.

3. Administration

- Ensure all staff, coaches and referees have undertaken a DBS check and safeguarding training as appropriate.
- To organise and attend an annual pre-season senior rugby tour or training camp and deliver a minimum of six holiday sessions before departure.
- The preparation of the fixture list for each season including entries to all local, National and County competitions as required.
- Ensure that all affiliations are registered and paid for before deadlines.
- Throughout the season, confirmation of fixture venues, kick-off times, transport requirement, staffing, referees, including society referees.
- Work with the PE Department to promote the profile of Rugby at Chislehurst & Sidcup Grammar School
- To maintain regular contact with the Chair of the Rugby Parents Committee, attend their planning meetings, support fund raising activities and contact weekly to confirm match catering arrangements.
- To organise and attend the annual end of season rugby dinner.

- Work with the Finance Department to secure sponsorship for the school teams.
- Competently manage all rugby resources.

The school is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Offers of employment are subject to a satisfactory enhanced DBS disclosure and other employment checks.