

# JOB DESCRIPTION

## Head of Athletic Development



HARROW  
SCHOOL

<b>DEPARTMENT</b>	<b>Sports Department</b>
<b>REPORTS TO</b>	<b>Director of Sport</b>
<b>RESPONSIBLE FOR</b>	<b>The Athletic Development team and schoolwide delivery of effective training for boys at Harrow, with a specialist focus on Rugby and Athletics</b>
<b>WORKING PATTERN</b>	<b>36 weeks per year (33 weeks term time plus 3 weeks), 31.75 hours per week</b>
<b>ISSUE/REVISION DATE</b>	<b>July 2024</b>

## BACKGROUND

Harrow School is one of the world's most famous schools. Founded in 1572 by a local yeoman farmer, John Lyon, under a Royal Charter granted by Queen Elizabeth I, it is located on a 324-acre estate encompassing much of Harrow on the Hill in north-west London. Around 830 boys aged 13 to 18, who come from all over Britain and across the world, live in the School's 12 boarding Houses, and there are about 120 teaching staff and over 500 non-teaching staff.

All members of staff work to a single, unifying purpose: to prepare boys with diverse backgrounds and abilities for a life of learning, leadership, service and personal fulfilment. With afternoon games five times a week, a choice of nearly 30 different sports, and regular inter-school and inter-House matches, boys are kept healthy and active at Harrow and there is a strong emphasis on the benefits of sport in the maintenance of mental wellbeing and psychological health.

Participation in sport helps Harrovians to grow, learn and enjoy themselves, while nurturing their personal, physical and intellectual skills, and developing healthy minds and bodies. For growing boys, the value of being outside, expending energy and committing to their House and School teams is well recognised: through sport, they learn about teamwork and leadership, and how to conduct themselves with integrity. The health and social benefits also remain with them long after they leave the School.

Surrounded by acres of sports fields, Astroturf pitches, a golf course, a swimming pool, a sports centre, and numerous tennis, rackets and fives courts, we offer a breadth of sporting opportunities to match every interest and ability. Many boys play several sports, and unique occasions like the annual cricket match against Eton at Lord's provide memorable highlights in the School Calendar. Our extensive and hotly contested inter-House sports programme engages all 12 Houses in varied competitions.

The upper end of our many teams (numbering over 20 in each of our major sports) regularly wins county and national championships, and our elite sportsmen have an impressive record of achievement at the highest levels internationally; some go on to enjoy professional careers.

Under the guidance of some of the country's leading coaches, alongside Harrow's own coaches, boys focus as much on their own effort and improvement as on final scores. Partnerships with professional bodies such as the Saracens Foundation and Queens Park Rangers Football Club further strengthen our sporting programme, along with international tours: destinations have included Malaysia and Australia for rugby, the USA for soccer, South Africa for cricket and Japan for judo.

Some Harrovians who do not consider themselves athletes when they arrive at the School discover new sports and the talent to play them with great skill and flair. Many continue to enjoy the sporting abilities they discovered at Harrow long after leaving the Hill, taking the lessons they have learnt with them into adulthood.

## THE ROLE

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- Lead the provision of comprehensive and professional Athletic Development services and programmes for all boys involved in sports and physical development at Harrow.
- Structure the Athletic Development provision to align with the Harrow vision for Sport, which centres around education, experience and provision, catering from beginners to the those in pursuit of excellence.
- Develop and maintain clear lines of communication with internal and external stakeholders, to ensure that Harrow remains a trusted development centre for those in a performance pathway, for all sports.
- Manage the Athletic Development team effectively, to ensure all are aligned in their practice of working towards progressive physical development for all boys, following the programming structure set through collaboration with the Director of Sport.

## EXPECTED WEEKLY HOURS

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<b>SUMMER TIMETABLE</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
Medical meeting with Sports Doctor and Physio					11.00am-noon	
S&C (scholar lunchtime session)	1.15-2.15pm	1.15-2.15pm	1.15-2.15pm	1.15-2.15pm	1.15-2.15pm	
Academy Liaison / Admin / Management / Meetings	2.15-4.30pm		2.15-4.30pm		2.15-4.30pm	
S&C (main session of day)	4.30-6.30pm	2.15-6.30pm	4.30-6.30pm	2.15-6.30pm	4.30-6.30pm	2.00-6.30pm

<b>WINTER TIMETABLE</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
Medical meeting with Sports Doctor and Physio					11.00am-noon	
S&C (scholar lunchtime session)	1.15-2.15pm	1.15-2.15pm	1.15-2.15pm	1.15-2.15pm	1.15-2.15pm	
Academy Liaison / Admin / Management / Meetings					2.15-4.30pm	
S&C (main session of day)	2.15-4.15pm	2.15-6.30pm	2.15-4.15pm	2.15-6.30pm	4.30-6.30pm	2.00-6.30pm
Academy Liaison / Admin / Management / Meetings	4.15-6.30pm		4.15-6.30pm			

These hours may be subject to change.

## KEY RESPONSIBILITIES AND DUTIES

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This job description reflects the core activities of the role and is subject to change as the sport and the post-holder develop. The School expects that the post-holder will recognise this and will adopt a flexible approach to work. In addition, the post-holder will be expected to undertake such other duties within the scope of the role as may be required by the Director of Sport.

### **Key responsibilities of the role are:**

- Design and implement safe and progressive Athletic Development Programmes for all boys which are applied consistently throughout the Athletic Development team's practice.
- Ensure that the highest standards of confidentiality, recording, filing and storage of pupils' notes and fitness statistical information are achieved and maintained.
- Understand the needs of athletes across multiple sports, creating programmes for any sport as required, but with a specific focus on the main team game of Rugby in the Autumn and Spring terms, as well as Athletics in the Summer term.
- Build positive relationships with academies and elite pathway providers, to enable them to deliver programmes to our athletes seamlessly, providing a consistent positive link between Harrow and the academy.
- Liaise with the Director of Sport, Harrow medical team, Masters in Charge of Sports, team coaches, House Masters and Clubs on player injuries.
- Liaise with the Director of Sport, Harrow medical team and physiotherapist, to deliver prehabilitation and rehabilitation programmes for all boys with precise adherence to medical guidelines.
- Conduct health and fitness screenings, offering feedback to the boys on their performance and report any findings to the Harrow medical team.
- Conduct performance correction including biomechanical adjustments and injury prevention sessions for players, always working in line with the Harrow medical team's guidance.
- Lead on healthy lifestyle advice incorporating nutrition, based on Harrow's own menu/provision and in line with School policies.
- Lead on Sport Scholars physical assessments for new entrants and boys already in attendance at Harrow, reporting back data and findings effectively.
- Support the Director of Sport in the Sport Scholars education provision, offering a specific focus on Athletic Development, rest and recovery.
- Work with Masters in Charge of Sports to set performance goals for year groups, teams and individual athletes.
- Facilitate effective communication and cooperation with all other personnel involved.
- Monitor pupil wellbeing and report issues through the required channels in accordance with School policies.
- Maintain an up-to-date knowledge of Safeguarding legislation, and Harrow's safeguarding policies and procedures.
- Ensure that an up to date knowledge of Health and Safety legislation as applicable to the role is maintained and that Harrow Health and Safety policies and procedures are fully implemented and adhered to as applicable.
- Maintain and update one's own knowledge and skills in line with legislation and the needs of the role.

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection and Safeguarding policies and procedures at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to his/her line manager or the School's Designated Safeguarding Lead.

This position is subject to an enhanced check with the Disclosure and Barring Service in the event of a successful application. Copies of the School's Code of Practice and Policy on the Recruitment of Ex-Offenders is available from the HR team.

## **PERSON SPECIFICATION – HEAD OF ATHLETIC DEVELOPMENT**

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All staff are expected to conduct themselves in line with the School's Values, which are **Courage, Honour, Humility** and **Fellowship**.

Post-holders/candidates will be expected to demonstrate the following:

### **QUALIFICATIONS, EDUCATION AND TRAINING**

#### **ESSENTIAL**

- Nationally recognised Athletic Development coaching and/or other vocational qualifications relevant to the sport and fitness industry. Must have the UKSCA qualification or be working towards its attainment.

### **KNOWLEDGE AND EXPERIENCE**

#### **ESSENTIAL**

- Experience of working with elite/advanced level sports performers, as well as beginners
- Experience of coaching school-aged boys and teams in a variety of sporting environments

#### **DESIRABLE**

- Experience of working within an academy or professional sporting environment
- Experience of coaching national and international level athletes
- Active involvement in relevant regional, national and/or international organisations and associations

### **SKILLS AND ABILITIES AND PERSONAL ATTRIBUTES**

- Strong communication skills, both interpersonal and public
- Decisive and confident approach to organisational management
- The capacity to analyse and improve systems
- Personable, supportive and able to motivate and work in a team
- A self-starter capable of creating new ideas and implementing them
- Willingness to embrace Harrow's broad environment and approach to all-round education