



Haileybury

Job Description

Job Title	: Head of Athletic Development/ Strength & Conditioning
Responsible to	: Director of Sport
Department	: Co-Curricular
Last reviewed	: 29 June 2021

Job Outline and Purpose:

The post of Head of AD/S&C involves working approximately 40+ hours per week, with times of working to be agreed with the Director of Sport. There will be a degree of flexibility and the job holder will be required for sessions outside of term time, as well as preseason training and tours within the UK and overseas.

The role will involve delivering Strength and Conditioning services to Haileybury athletes on an individual, small group and team basis and managing a department of two. The age of pupils will be predominantly 13+ and 6th Form, and will include pupils performing at a national level. You will be working to improve performance and prevent injury across the Haileybury sporting programme, and predominantly within the four focus sports of rugby, netball, hockey and cricket. Successful experience in at least one of the four focus sports would thus be beneficial. Working across this sporting remit, within the framework of the Haileybury academic curriculum, will require you to work flexible hours in line with athletes' school and sporting schedule, this may include early morning, evening and weekend work.

The programme is well established and has an enviable reputation and is integral to the success of Haileybury Sport over recent years, during which time the rugby and cricket teams have been consistently ranked in the top 10 in the country and hockey and netball squads have both won national titles.

Please note that all duties undertaken by the job holder must be carried out efficiently, effectively, within deadlines and to standards acceptable to the College's management team.

Key Responsibilities and Duties:

- To develop, implement and evaluate annual strength and conditioning programmes for individual athletes and groups within our focus sports and within HPP, incorporating different phases of training, e.g. preseason and in season;
- To optimise the physical performance of our A teams in each age group in focus sports and to work closely with their coaches to help achieve performance goals;
- Provide specialist S&C input as required to support injury risk reduction, injury management, rehab and return to performance, in liaison with the physio department;
- Coordinate the delivery of other physical preparation services (e.g. nutrition, physiology, sleep, travel, hygiene) to the HPP athletes and A teams;
- Attend and contribute towards High Performance Programme (HPP) meetings, including

updates on individuals' progress;

- Actively offer internal (and potentially external) continuous professional development for Haileybury coaching staff;
- Database and track athlete training to inform future training direction;
- Foster strong partnerships with external organisations (e.g. Mavericks, Saracens, Southgate HC and Hertfordshire cricket) for the benefit of Haileybury;
- Work closely with the Directors of rugby/netball/cricket/hockey in designing the integrated support programmes for individual player performance targets.
- Manage the S&C sports fellow and ensure professional development of the coaching staff for all sports.
- Further develop Haileybury's standing in the region for S&C by fostering links with prep schools and acting as a recruitment vehicle for future high performing pupils.

General Duties

- To maintain a code of confidentiality commensurate with the role;
- To remain up to date with all appropriate practices, procedures and regulatory requirements within your allocated areas of responsibility;
- To undertake duties in line with established Haileybury practices and protocols;
- To ensure that all work is supported with an appropriate paper trail i.e. supported by a filing system that contains clear and accurate working papers;
- To make use of appropriate computer software, equipment and facilities in order to complete duties in the most efficient and effective way including word processing packages, spreadsheets, databases, etc;
- To establish and maintain effective communication channels and efficient/effective working relationships with other members of the Health Centre, Sports department and the College's staff;
- To keep the management team fully up to date and informed about all allocated areas of responsibility and to report any significant problems as appropriate and within a reasonable time frame;
- To undertake appropriate training to ensure that skills remain up-to-date and commensurate with the first class service required for this role;
- At all times to carry out duties in a safe manner, so as not to endanger yourself or other people. If you consider something is unsafe or likely to cause injury or ill health, you must report it to the Director of Sport. You should read and understand the Haileybury Health and Safety Policy, which will be made available to you at your place of work;

- To undertake your responsibilities at Haileybury in respect of Data Protection. Staff members are responsible for ensuring that any personal data held by them is kept securely. This includes, appropriate use of computer ID's and passwords;
- To undertake your responsibilities to promote the safety and wellbeing of children and young people and such other duties as required to ensure the smooth running of the Health centre and Sports department, including assisting other members of the department as and when required

It should be noted that the above list of duties is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only. Haileybury requires its employees to take a flexible approach to working and encourages team working between different departments. Therefore, throughout their career at the College, the job holder will be required to undertake any duties (operational or administrative), as required by the Director of Sport, Lead Physiotherapist, Director of Sport or the Bursar, which falls within their capabilities and which are in accordance with the usual practice of an independent boarding school. The job description may be amended to meet the needs of the College.

Required skills

The role requires a knowledgeable, skilled, personable, self-motivated individual with excellent coaching and communication skills. He/she must be able to use their own initiative, be pro-active, work well under pressure and be able to work as part of a busy school with great sporting ambition.

The ideal candidate will have:

Qualifications and Experience

- Accreditation by the UK Strength and Conditioning Association (UKSCA);
- Current Basic Life Support training and First Aid qualifications;
- Current Professional Indemnity Insurance cover;
- Experience delivering fitness based coaching programmes to young athletes;
- Sport Science degree (or equivalent) is desirable but not essential.

Knowledge and Skills

- An understanding of the abilities of adolescent pupils in various sports and the effects of exercise at their stages of growth;
- An understanding of the prevention and treatment of adolescent sports injuries;
- An interest in sport and recognition of the importance of promoting and supporting equality, safeguarding and anti-doping within sport;
- Ability to remain calm in a busy and demanding environment;
- Willingness to be a team player;
- Proactive, flexible and adaptable.

Child Protection at Haileybury

In addition to their job description, the job holder should be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons who they may come into contact with whilst at Haileybury.

Health & Safety at Haileybury

Under the Health and Safety at Work etc. Act 1974 and associated legislation, colleagues at Haileybury are expected to be comply with H&S requirements at all times, including but not limited to Risk Assessments, COSHH, PPE, Manual Handling and to follow Haileybury policies/procedures. Specifically, colleagues must continuously carry out all duties in a manner, which endangers neither themselves nor others. If you consider something is unsafe or likely to cause injury or ill health, you must rectify it if safe to do so, or report it to your immediate manager or the Health and Safety Manager.

Data Protection at Haileybury

The School will comply with its obligations under the prevailing data protection legislation when processing your personal data. For further detail in this regard you should refer to the School's Data Protection Policy and the Staff Privacy Notice which can be found on the website <https://www.haileybury.com/privacy-notice>

Code of Conduct Statement

Colleagues at Haileybury are expected to work together showing respect, courtesy and helpfulness, cooperatively working with a positive ethos and culture, whatever the staff member's position may be. Each individual should try to see and appreciate what others are doing and understand that the provision that we offer our pupils can flourish only with the active assistance of all concerned.