



## HEAD OF RUGBY

### Seaford College Sport

#### Aims;

- To maintain and build upon the College's strong tradition of excellence and participation, enabling us to become the co-educational college of choice in the south of England for sport
- To be recognised nationally as leaders in school/college sport and PE, athlete/coach development and performance
- To focus on personal qualities and attitudes in order to discover and develop the potential within each individual student, in an environment where sport for all and elite sport coexist
- To develop learners that adapt to the constantly changing landscape of modern sport/life, ensuring they achieve their own personal best via various sporting pathways

#### The 5 tiers of Seaford College Sport



The Heads of Sport play a vital role in the development of sport, students and staff at every level of the participation pyramid. It is also really important that they make a positive contribution to the strategic development and delivery of sport across the Prep and Senior Schools at the College.



# Seaford Sport

#Effort #Energy #Enthusiasm

## HEAD OF RUGBY

### Roles & Responsibilities

Rugby is an integral part of Seaford College sport. The Head of Rugby, in consultation with the Director of Sport & Co-Curricular, will organise and direct the development of rugby at every level across the Prep and Senior Schools at the College. The Head of Rugby will demonstrate high standards of professionalism and competence, ensuring staff and students adhere to the Seaford Sport Core Values.



It is important to remember that being a Head of Sport requires an amount of flexibility and that the description of responsibility is not exhaustive. There is an expectation that the Head of Rugby will contribute to Saturday sport throughout the year as well as the teaching of games sessions across the Prep and Senior Schools at the College in all three terms.



## HEAD OF RUGBY

### Job Description

The generic elements of Heads of Sport (HOS) jobs are:

#### STRATEGIC

- To organise and support the development and coaching of rugby throughout the College (Prep & Senior School).
- To ensure the rugby programme supports the Seaford Sport Core Values and Learning Culture.
- To support the DoSCC with the annual review of the co-curricular sporting provision with particular focus on rugby.
- To create and present a three-year development plan outlining specific goals, including fixtures, facilities, coaching, timetabling and tour requirements. This should contribute positively to the aspirations of the Sports team and College improvement plan.
- The completion of the termly review documentation at the end of the season; reporting the overall results, the strengths and achievements, the challenges and the areas of concern. This must be addressed to the DoSCC for review with Senior Management.
- To organise and implement a structured age appropriate rugby programme and schemes of work that support all students in the Prep and Senior Schools.
- To work with the DoSCC, Estates team and rugby coaches to ensure that rugby is being coached/refereed in a way which is safe and consistent with current best practice.
- To set and maintain high standards of teaching and coaching of rugby within the Sports team and in the coaching of age grade squads.

#### OPERATIONAL

- To demonstrate high standards of professionalism and competence at all times.
- To support the Prep and Senior School games sessions, mid-week and Saturday sports programme, across all three terms.
- To create an annual budget for rugby, in collaboration with the DoSCC.
- **TERM 1** – Organise a balanced but challenging Saturday rugby fixture list for the Senior School.
- **TERM 2** – Organise a balanced but challenging weekend fixture list including, 15, 10's and 7's for the Senior School.



- To support the Head of Prep School Games in organising a balanced Wednesday fixture list for rugby.
- A full fixture list must be completed one term in advance, so it can be discussed and confirmed with the DoSCC before being added to the College calendar.
- To enter the College teams into the County and National Tournaments. Fixtures must ideally take place on Wednesdays (Prep School), Saturdays (Senior School) or during a games afternoon to minimise the impact on the academic curriculum. Only Cup games will be considered for scheduling outside of normal times, and then only with the approval of the DoSCC and Deputy Head.
- To ensure all team coaches have successfully uploaded their teams onto SOCS and all teams have been emailed home a minimum of 48hrs before the match.
- To be responsible for making decisions on the day with regards to safety at fixtures and if play can continue. In the event of a fixture being cancelled on the day of the match the Head of Rugby must take responsibility for communicating all cancellations to parents and students. There is also the responsibility for notifying the catering department, grounds department and transport manager.
- To attend all Saturday fixtures and to take an overview of sport (rugby) played at all age groups, leading coaching sessions & attending fixtures where possible.
- To be proactive in identifying potential students of high ability and recommend them for county and regional trials, supporting and mentoring them through this process both at school and away from school.
- To support the Seaford College Sport 11+, 13+ and 16+ Ad Alta Sports Scholarship programme.
- To be proactive in identifying potential 16+ students of high ability and recommend them for the Ad Alta Seaford Sport Scholarship – Performance Athlete Programme.
- Support and mentor all 16+ rugby players on the Performance Athlete Programme.
- To keep up to date with current and future rugby initiatives.
- To liaise with the Estates team regarding pitch markings and maintenance of rugby equipment.
- To ensure the rugby area of the school website is kept up to date.
- To ensure all rugby transport is managed effectively.
- To organise referees for all fixtures.
- To organise and order kit and equipment for rugby in the Prep and Senior Schools at the College.



- To manage the booking of rugby match teas through the Operations Catering Request facility.
- To manage the booking of all transport through the Operations Transport Request facility.
- To indicate to the DoSCC any kit and equipment required (once budget approved) a minimum of one term in advance. No kit or equipment can be ordered without signed confirmation from the DoSCC.
- To ensure the correct affiliations are maintained regionally and nationally.
- To communicate, at the start of the season, the arrangements for registration to rugby coaches taking afternoon games.
- The scheduling and organisation of interhouse competitions which include all students. In collaboration with the Heads of House and Assistant DoS.
- To oversee the responsibility for ensuring students on matches, and therefore absent for the registration process, are correctly registered (team coach/manager to take lead responsibility).
- To organise, manage and implement pre-season training for Year 7 to 13. The Head of Sport must liaise with their staff and agree dates and ensure all communication has taken place, so all new students are aware of the training. Any letters must be approved by DoSCC and Deputy Head before being distributed.
- To collaborate with the DoSCC and the Estates Manager over pitch allocation and preparation.
- To collaborate with the DoSCC to offer a bi-annual Senior Rugby touring opportunity to the students which is in line with the overall touring programme. No tour or trip can be arranged without written consent from both DoSCC & Deputy Headmaster.
- To provide the DoSCC with a "TEAM of the WEEK" within 48hrs of a fixture block and ensure all results are updated on SOCS.
- To oversee the booking of facilities for rugby, including occasional use of local artificial turf pitches.
- To monitor the coaching experience and qualifications of all staff involved in the delivery of rugby.
- To oversee the correct registration of all sets on a games/activities afternoon in collaboration with the Assistant DoS.
- To attend one Seaford Sports committee meeting each term as directed by the DoSCC.
- To ensure all students and staff meet the Seaford Sport & College standards. Correct clothing, a professional approach and high expectations are key.



## SUPPORTING STAFF

- To support all staff who contribute to the rugby programme, ensuring they are actively supported, appropriately trained and that their coaching qualifications and experience are up to date.
- To provide professional guidance, CPD and appropriate training for colleagues coaching rugby.
- To provide coaching materials for all colleagues teaching and coaching rugby.
- To manage the provision of schemes of work that relate to rugby.
- To undertake other duties of an appropriate nature as may be reasonably required by the Headmaster.