



# Support Staff Team Member

## Coordinator of Rugby



St Dunstan's  
College

<b>Employment Status:</b>	Full Time, Permanent
<b>Required from:</b>	1 September 2021
<b>Job Location:</b>	Senior School
<b>Application Closing Date:</b>	Thursday 22 April 2021
<b>Interview Date:</b>	W/C Monday 26 April 2021



## THE DEPARTMENT

Sport and Exercise Science has undergone significant change in recent years. The Director of Sport leads a team that consists of a Head of Academic PE, two PE specialists and six Coordinators of Core Sports. The Coordinator of Rugby post is now available and presents a fantastic opportunity, for an ambitious and energetic coach to take control of a significant part of our sporting provision.

Curriculum lessons are an important focus for the department, which present an opportunity to inspire all students to enjoy and achieve their potential not just in sport, but when they go back into the classroom and on into their chosen careers. Breadth, balance, a phased approach to physical development and careful management of competition are all features of the curriculum, which supports all students in finding sports that they love and promotes lifelong involvement in physical activity. Students are assessed not just on their physical development, but also through personal, social, cognitive and creative strands. PE is a popular subject beyond Year 9 with uptake on the GCSE course increasing each year for the last three, with many continuing to study at A Level.

The curriculum is supported by an extensive co-curricular programme that has a termly focus on core sports. Rugby and hockey are available in the Michaelmas Term, football and netball in Lent and cricket and tennis in Trinity. Swimming is a focus throughout the year. Pupils also have the opportunity to play and compete in other sports with basketball, cross country, fives, triathlon, athletics and tennis fixtures against other schools at various stages through the year. We are then fortunate to have a daily timetabled slot after lunch which gives us the opportunity to use coaches and staff from outside the department to run clubs in sports not offered in lessons. Examples have included judo, boxing, golf, cycling, fencing, volleyball, waterpolo and table tennis.

Our rapidly evolving sporting facilities are spread over two sites, each within comfortable walking distance. On the school site we have a

sports hall (four courts), two S&C spaces, a 30m pool and fields which are set up to match the focus of the term, with space for five pitches. The Jubilee Ground has recently undergone development and now has four grass pitches, six all weather five-a-side pitches, one seven-a-side pitch, a full-size hockey astro and four brand new netball courts (all fully floodlit) and a dance/yoga studio. In addition to sporting space there is also a fully equipped function room with bar, a café and three meeting rooms should they be required. Exciting plans are in place for further development of both sites.

## THE ROLE

The successful applicant will be part of a well-established and experienced team reporting to the Director of Sport, as well as working closely with the other coordinators of core sports

The Coordinator of Rugby will be an inspiring, enthusiastic and qualified coach who will play a significant role in the Sport & Exercise Science (SES) Department through their vision for and development of the rugby programme in both the Junior and Senior Schools. They will work closely with other members of the SES Department assisting with lessons and coaching across a number of different age groups.

They will coordinate a team of staff which, as well as experienced and qualified coaches (both internal and external), will consist of teachers who need guidance and support in their coaching.

The Coordinator of Rugby will join a team of Coordinators of Core Sports who work closely together to provide a well-balanced, aspirational and forward-thinking sporting programme. They will be expected to be available at all times during which school sport takes place, including Saturdays during term-time.

A significant element of this role will also be to strengthen and further develop club links in rugby in order to enhance player development and pathways. The vast majority of rugby fixtures are in the Michaelmas Term, but there is scope to evolve the programme across two terms in order to improve provision.



## JOB DESCRIPTION

Responsible to: Director of Sport

### Main Duties

- To promote and enhance the College's Rugby Programme at all levels.
- Develop and implement an all-inclusive coaching structure within Rugby.
- To liaise closely with the Director of Sport regarding arranging fixtures, which includes transport, catering and first aid arrangements.
- To coach and umpire Rugby in each of the playing terms to a wide range of age groups.
- To organise and assist with skill clinics during both in and out of season timeframes.
- Help develop links with local clubs and the various pathways available to students at all levels / ages.
- To assist with video analysis as required by the Director of SES.
- To assist PE teachers with curriculum teaching throughout the year.
- Provide termly Inset (ideally before term starts) and continuous coaching support, guidance and practical advice to ensure the development of all coaches within the school.
- Monitor closely the progress and results of teams within the Rugby programme
- Liaise with feeder prep schools; building relationships by offering coaching and umpiring sessions.
- To lead the conditioning programmes for Rugby players in line with the athlete development programmes.
- To organise and run various IAPS, county and regional tournaments.
- To organise and run various sporting events and trips as required; both for Rugby and other sports.

### Secondary Duties

- Assist at weekends (mainly Saturdays) throughout the school year as required by the Director of Sport & ES in a variety of sports.
- Lead and supervise students across a wide range of sporting disciplines in their physical development.
- Ensure that the Health and Safety aspects of the sport are met and amendments to the Risk Assessments are dealt with in a timely manner.
- Provide the marketing team with regular updates regarding success and wider opportunities created through the sport.
- Attend the weekly SES Department and operational meetings.

### Hours of Work

The working hours for this post are term time only, from 0830-1730 from Monday to Friday, and then on Saturday when required to support fixtures.

Some flexibility will be required for this post so that the successful candidate is able to offer pre-season training and support College events, which can be taken as Time off in Lieu in agreement with the Director of Sport.



## PERSON SPECIFICATION

THE FOLLOWING EXPERIENCE AND SKILLS ARE ESSENTIAL/DESIRABLE:	ESSENTIAL	DESIRABLE
<b>Qualification/s and Training</b>		
Relevant coaching qualifications		X
<b>Experience</b>		
Experience of either playing or coaching rugby to a high level	X	
Experience working in a school setting		X
Experience of motivating and coaching others to improve their practice	X	
Experience in improving the playing standards of a team or programme	X	
<b>Skills and Knowledge</b>		
A background in Sport and Exercise Science.		X
Excellent understanding of RFU competition frameworks.	X	
Competent in the use of IT packages, including Microsoft 365		X
Excellent written and verbal communication skills	X	
Ability to plan, organise, prioritise and delegate effectively	X	
<b>Personal Qualities</b>	X	
A clear passion for PE and Sport, backed up by a high level of subject knowledge	X	
Eagerness to learn and develop	X	
Flexible in approach and a willingness to respond to changing priorities	X	
Ability to work under pressure, with good humour	X	
Hard working, professional work ethic, with a desire to deliver high standards	X	
Warm and friendly manner, with an ability to work effectively with students, staff and parents, both alone and as part of a team	X	
Ability to use own initiative, to ensure the smooth operations of the organisation	X	

## THE PACKAGE

**Salary** Competitive

**Pension:** Contributory Pension Scheme ISPS (DC)\*

**Benefits:** Tuition fee remission (which is means tested and capped) and no registration fees\*  
 Private Health Care Insurance (50% paid by employer) with reduced health club membership  
 Health care cash plan  
 Free lunch and beverages, during term time  
 Staff Accommodation (subject to availability; competitive market rate)  
 Free off-road parking  
 Salary Sacrifice Schemes  
 Season Ticket Loan  
 Free winter and summer social events  
 Annual flu immunisation

(\*Conditions apply)





# St Dunstan's

— College —

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A co-educational, independent College for ages 3 to 18  
[www.stdunstans.org.uk](http://www.stdunstans.org.uk)  
020 8516 7200

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