



Prior Park College

Post: Head of Rugby

Reporting to:

1. Assistant Head Activities

Prior Park Schools

Prior Park Schools is a family of Christian schools based in Bath and Gibraltar. Together, the Schools offer education for pupils aged between 3 and 18. Since the establishment of Prior Park College in 1830, the family has grown, with The Paragon School joining in 2006, and Prior Park School Gibraltar being opened by Prior Park Schools in 2016.

The Schools' Mission is to steward a thriving family of communities with love for the young people they serve at their heart. These vibrant communities cultivate creativity, foster integrity, and transform lives.

Across three sites, the Schools educate over 1100 young people of all faiths and none. The values underpinning the Mission and the Schools' educational offerings are Curiosity, Generosity, and Courage. The Schools believe that quality education changes lives and that outstanding schools are engines for positive social transformation.

Our Schools provide excellent teaching, equipping our young people to leave for a variety of exciting destinations. The success of what the Schools do in the classroom is intertwined with their co-curricular offerings. The young people undertake a wide variety of activities, which, in addition to being fun, challenge them to persevere to succeed. We work together imaginatively and courageously to hone the skills our young people need to forge their place in the world.

Prior Park Schools (PPS) have long been renowned for the quality of their pastoral care. Grounded in the love that sits at the centre of our Mission, our pastoral ethos allows young people to feel safe and secure to challenge themselves, to learn who they want to be, and to discover the difference they want to make.

Each of the Schools' Heads are supported by a Leadership Team, who together lead the day-to-day educational business of their respective schools. The Board of Trustees provides governance and support for the Heads and their schools via a number of Advisory Committees which include Local Boards for each of the schools, the Finance, Audit, Investment & Risk Committee (FAIR), an Education Committee and Safeguarding oversight.

The Executive management of the schools is devolved to the Prior Executive Board (PEB) which comprises the Heads of each constituent school and The Director of Operations & Finance. The PEB drives the strategic development of PPS, ensuring that it is on track to deliver its Vision and thereby remains a market leader in independent education.

Purpose of the Role

The Head of Rugby at Prior Park College will take responsibility for management and running of our Rugby programme, including promoting the sport and developing strong links with our feeder schools. All these should be carried out to the highest standard to ensure the all-round quality of education for students at Prior Park College.



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Contacts

The Head of Rugby can expect to have a wide range of contacts with stakeholders both within and beyond the organisation. Contact with external stakeholders is of particular importance.

The Role

The Head of Rugby will report directly to and be line-managed by the Assistant Head Activities. In their work the post holder will have day to day responsibility for their own work priorities and maintenance of high standards.

The role is based predominantly at Prior Park College but travel to other locations will be required as part of wider Prior Park Schools work and for external fixtures.

The main areas of responsibility are:

Rugby Specific

- To ensure that the highest standards of sportsmanship, team ship, conduct and appearance are upheld by all parties involved in rugby, both on and off the pitch.
- To have overall responsibility for the standard of coaching and the allocation of coaches to teams in conjunction with the Assistant Head Activities.
- To ensure students can compete for county selection and academies where appropriate.
- To organise fixtures of an appropriate level of challenge to ensure both competitive matches and the involvement of as many boys as possible.
- To ensure all fixtures, results, and significant achievement of teams or individuals are communicated clearly to all interested parties.
- To ensure the highest standards of health and safety practices are followed by all rugby staff, and that the wellbeing of players is given the highest priority.
- To liaise with the school medical team to ensure that medical provision is arranged and in place for match days and training.
- To ensure that equipment is looked after, replaced when necessary and always stored appropriately
- To provide relevant staff training and Inset.
- To set personal professional standards (for example, in matters of dress and punctuality) of the highest level and to act as a role model for students.
- To support the aims and ethos of Prior Park College and to work in accordance with its desired aims and policies.
- To play an active role in the life of Prior Park College, including the games and extra-curricular activities programme.

Teaching

- Planning and preparing courses and lessons.
- Assessing, marking, recording, and reporting on the development, progress and attainment of pupils in line with school and departmental policy.
- Promoting the general progress and well-being of individual pupils and groups of pupils.



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- Exercising proper care of teaching materials, equipment and rooms to maintain a stimulating teaching environment.
- Following the agreed policies in the Departmental Handbook with regard to such matters as programmes of study, teaching methods, supporting pupils with learning support needs and homework.
- Advising and co-operating in the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment.

Tutor and Form Teacher roles

- Undertake duties as a Tutor as part of a day house.

Assessment and Reporting

- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and/or groups of pupils.
- Communicating and consulting with the parents of pupils, both formally at Parents' Meetings and informally.
- Participating in arrangements for preparing and assessing pupils' work for public examinations.



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Professional Development

- Participating in the School's arrangements for teacher review, both as a reviewer, and as one under review.
- As a teacher new to the school, to take part in the school's programme of induction and review for new teachers.
- Reviewing from time-to-time teaching methods and programmes of work.
- Participating in arrangements for further training and professional development as a teacher.

Behaviour Management

- Maintaining good order and discipline amongst the pupils and safeguarding their health and safety, both when they are on the school premises and when they are engaged in authorised School activities elsewhere.
- To require from the pupils the high standards of behaviour, dress, punctuality, effort and attendance that are consistent with the school's expectations.

Meetings

- Participating, as required, in meetings that relate to the curriculum, the organisation of the school or pastoral matters.

Cover

- Supervising (and when appropriate teaching) any pupils whose teacher is not available to teach them as required by the Head of Department or the Deputy Head Academic

Line Management

The Head of Rugby has direct management responsibility for the Rugby staff team allocated to them at the start of the year.

The tasks listed above are not exhaustive and other additional, reasonable duties falling within capabilities of the post holder may be required, depending on the needs of PPS.

JD reviewed February 2022

Professional Specification and Personal Attributes

The post holder will be a well-qualified graduate and outstanding rugby coach to take the leading role in the continued development of rugby as one of the school's major sports. They will need to have an in-depth and up to date knowledge of how the sport is changing and what impacts it is having on children on a national scale.

The successful candidate will have experience of the England Rugby Performance Pathway. They will be able to coach additional sports, ideally hockey, athletics, tennis, netball or cricket. The Head of Rugby will be expected to contribute fully to the wider co-curricular and boarding life of the School, including Saturday fixtures during term time, as well as pre-season training and UK/international tours.

The post holder will be required to either hold, or be willing to gain appropriate, First Aid qualifications.



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	Essential	Desirable
Qualification	<ul style="list-style-type: none">• Minimum of 5 GCSEs including English and Maths at Grade C or above or equivalent• First Aid (or willingness to gain)•	<ul style="list-style-type: none">• Educated to A level or equivalent• Level 3 Rugby Coach•
Experience	<ul style="list-style-type: none">• An ability to be a confident IT user with experience of Microsoft Word, Outlook, and Excel to increase efficiency of admin functions.• Proven supervisory skills• Proven experience of the development, management, and operation of administrative systems	<ul style="list-style-type: none">• Previous experience of working in a school or other educational establishment• Business or sports management experience
Knowledge	<ul style="list-style-type: none">• A good understanding of current legislation and trends within the education sector• Sound working knowledge of admin and office systems• Knowledge and awareness of the importance of confidentiality and data protection	
Skills and competences	<ul style="list-style-type: none">• Excellent written communication skills with the ability to produce high quality documentation• A good sense of humour• Excellent level of interpersonal skills to enable liaison with staff and external organisations• Excellent organisational skills, able to work to strict and often conflicting deadlines• An ability to work collaboratively across many departments and develop and maintain positive and supportive working relationships• A flexible attitude towards duties and working patterns to fulfil the requirements of the role	

Child Protection

All staff employed by Prior Park Educational Trust must be committed to safeguarding and promoting the welfare of children and young people across our 3-18 Trust, both in and out of our Schools. All staff are expected to adhere to and always ensure compliance with the Trust's Child Protection Policy Statement. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Data Protection

In the course of employment at Prior Park Educational Trust, staff may have access to confidential information relating to pupils and their families and are required to exercise consideration in the way they use such information. Staff should not act in any way which



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might be prejudicial to the interests of any school within the Trust. Information which may be included in the category covers both the general business of the school and information regarding specific individuals. A strict code of confidentiality must always be adhered to. The Trust's schools operate under the Data Protection Act 2018 and implement policies that meet General Data Protection Regulations (GDPR). Staff must not at any time use the personal data held by the school or disclose such data to a third person.

Special Working Conditions

Prior Park Schools operates a policy under which smoking, including e-cigarettes or vaping, is not permitted anywhere onsite.

Schools are physically demanding environments, and the Head of Rugby can expect to be involved in activities which may require physical exertion, as and when required, always observing health and safety regulations and practices.

We offer a supportive working environment, a competitive salary as well as free lunch each day the kitchen is operational. We also offer 33 days holiday (including bank holidays), access to other benefits including free parking onsite, generous fee remission for eligible children, a contributory pension scheme and complimentary gym membership.