

JOB DESCRIPTION

JOB TITLE: Rugby Head Coach and Manager @ The Henley College

SALARY: £30,000 per annum

REPORTS TO: Curriculum Leader (Sport, health and Public Services)

**THE POST:**

The Rugby Coach will be responsible for:

* Managing the day to day Rugby operations, performance & coaching pathway for the AASE 1 program at the college
* Managing the partnership between The Henley College & Wasps Rugby, including the day to day player support and management of all EAP and PDG Wasps Academy player alongside Wasps Junior Academy Coaches
* Managing the partnership between The Henley College & Henley Hawks Rugby Club
* Managing the colleges "Focus College" status. (RFU grass roots, development, emerging schools)

RESPONSIBILITIES AND DUTIES

* Be the lead coach for the AASE 1 Academy squad
* Be the lead figure in developing the college brand of rugby and playing philosophy
* Lead the recruitment drive, alongside Wasps Academy, for all prospective AASE players.  This will include going to club, school & county fixtures during the season.
* Coach within the Wasps Junior Academy.  This will include Monday night training sessions, School holiday training days and some weekend fixtures.
* Work closely with The Wasps Academy manager, Head of Athletic Development and Head of Physiotherapy to support AASE 1 academy players and plan effective programs of training
* Oversee all competition related matters including the RFU AASE league, post-Christmas fixture schedule & Sevens.  This will also include: the organisation of transport, Catering, kit, medical, changing rooms & officials.
* Manage the academic and pastoral pathway of all AASE rugby students and provide mentoring and support where appropriate.
* Lead the host family accommodation scheme. This will include regular visits to existing hosts and the ongoing recruitment of new ones.
* Report on player attainment and provide ongoing feedback to teachers and parents
* Manage out of season training programmes.  This will include training during the school holiday periods, where appropriate.
* Maintain positive and effective communication with all members of the Henley College community, including pupils, parents, staff and outside agencies
* Work with the Curriculum Leader, Head of Faculty and the College’s marketing team to promote the College.
* Regularly review the budget and facilities including training equipment and playing kit
* Work with the Curriculum Leader and Head of Faculty to manage, update and review rugby specific budget requirements.
* Work with the Curriculum Leader manage Henley College part time rugby staff & volunteers, including the support of the AASE 2 staff
* Play a lead role in marketing the rugby programme at the Henley college and drive the sponsorship recruitment initiative
* Work with the HOF and College teachers to review player attainment and engagement levels. To be the lead point of contact for all AASE rugby players with regard to academic and pastoral care.
* Attend all college open events and information evenings

**GENERAL RESPONSIBILITIES:**

* To work to the College quality standards and systems within the context of the College quality systems.
* To identify personal and professional staff development needs to meet the College’s Strategic and Operational Plan.
* To ensure continuous professional development (CPD) requirements as specified by the College and that may be identified during College processes, for example Appraisal.
* To participate in the College Appraisal Scheme.
* To maintain awareness of the requirements of the College Health and Safety Policy and be responsible for ensuring that the duties and responsibilities detailed in the College Health and Safety Policy are adhered to and carried out.
* To read and apply the College Safeguarding procedures and to ensure that the duties and responsibilities detailed in the College Safeguarding Policy are adhered to and carried out.
* To read the College Single Equality Scheme and to act in accordance with statutory obligations under the equality duties and in compliance with current Equality and Diversity legislation.
* To ensure adherence to the College Data Protection Policy.
* To work to the College quality standards and systems within the context of the College quality systems.
* To undertake such other duties and responsibilities as are appropriate to this level of post.

*Note*

*This list of duties is not intended to be exhaustive but simply highlights a number of the major tasks of the post.  The postholder may be required to undertake additional duties which might reasonably be expected of him/her and which form part of the function of the post.*

**THE PERSON**

**Essential skills and characteristics**

* Experience in coaching 16-18 year old aspiring rugby players
* Level 3 (or working towards level 3) RFU coaching award
* Strong interpersonal skills - ability to build strong relationships with players, parents and key stakeholders
* Strong organisational skills - Proficient in Microsoft Word, Excel and Power Point.
* Resilient and Adaptable to change
* Knowledge of child protection and Safeguarding processes
* Outgoing and passionate about rugby, Henley College and Wasps
* Self-motivated - Ability to work on their own, can work independently or as part of a team.
* Able to develop and maintain positive working relationships with others and takes pride in the achievement of team objectives
* A strong commitment to professional development
* The ability to share ideas and information
* To display the highest standards of players and student support

**Desirable skills and characteristics**

* A teaching qualification

**TERMS OF EMPLOYMENT**

**Tenure of post**: Permanent; all year round

**Hours of work**: 37 hours per week

**Salary**: £30,000 per annum

**Pension:** Local Government Pension Scheme. This is an employee and employer contributory pension scheme.

**The Henley College is an Equal Opportunities Employer.**

**The Henley College is committed to safeguarding and promoting the welfare of learners and expects all staff to share this commitment.**

**This position is subject to a satisfactory Enhanced DSB check**

**How to apply:**

**If you would like to apply for this role, please send your CV and covering letter to** [**recruitment@ricoharena.com**](mailto:recruitment@ricoharena.com)

**Please note: Wasps Rugby Club will be managing the recruitment and selection of this position.**

**Due to data protection legislation, please do not send your CV unless your happy to agree that Wasps Holdings Ltd can use the information and data provided to consider you for the above role at The Henley College. Wasps will share this information with Henley College during the selection and recruitment process.**

**The successful candidate will be employed by The Henley College.**

August 2018