

CANDIDATE INFORMATION

Head of Rugby

Permanent, Full-time.

Independent Day School for over 1100 students
Co-educated Junior School (3-11),
Boys' School (11-16), Girls' School (11-16),
Co-educated Sixth Form (16-18)



DAME ALLAN'S SCHOOLS
building the future

Head of Rugby

Dame Allan's Schools seek to appoint an inspirational and motivated Head of Rugby to lead the rugby programme.

We are looking for an excellent team player with the highest standards of professionalism and expectations of themselves and of our pupils. The successful applicant must have strong sporting credentials and interests, and be fully committed to the work of the department (with an ability to teach PE being an advantage). This role would ideally suit a qualified RFU Level 3 (or higher) coach, with experience of playing and/or experience of coaching the game at a higher level.

Dame Allan's Schools Sports



Dame Allan's Schools have an excellent reputation for its sporting achievements at county, regional and national level. Independent Schools Sport magazine regularly places Dame Allan's in the top 20 independent schools in the country for sport. The schools take great pride in offering a broad range of sporting opportunities for all pupils, irrespective of their abilities.

The school has a strong pedigree and reputation for rugby and has produced a number of professional and international players. Most recently (March

2023) our U15 team reached the semi-finals of the National Vase competition, with the U18s regularly featuring in the last 32 of this competition. A desire to continue to build on these achievements is a must.

Dame Allan's is blessed with numerous onsite sporting facilities, as well as a group of knowledgeable and enthusiastic teachers and specialist coaches. A comprehensive and competitive fixture list runs across all major sports and all year groups all year round. Additionally, the Senior School runs a number of domestic, European and long haul international sports tours, including South Africa and Barbados.

Dame Allan's Schools sport provision has developed and grown significantly in recent years. The hard-working and enthusiastic staff teach PE to individual classes and weekly games sessions to whole year groups. The Schools also have an extensive range of co-curricular clubs covering a range of different sports. The main school sports are rugby, hockey, football, netball and cricket, although there are opportunities to try other sports. Pupils also have opportunities to take part in sports fixtures with other schools in the Newcastle area, as well as other independent schools in the North of England. Pupil engagement is high, and the schools are quite rightly proud of its fast-growing reputation.



Job Description

The successful candidate will lead our rugby programme across both our Junior and Senior sites.

The successful applicant will also be responsible for teaching PE and Games lessons from Year 7 up to Year 13, as well as delivering the content of the Sports Leaders course to a group of Year 12 pupils. Our co-curricular programme is extensive and the successful applicant will be required to contribute to lunchtime and after school training sessions, as well as fixtures midweek and on Saturdays.

Key duties and responsibilities

- Provide strategic direction, leadership, oversight and management of the rugby programmes (15s and 7s) at Dame Allan's, set within the strategic objectives and ethos of the Schools.

- Work proactively to recruit high-level rugby players to Dame Allan's, including developing links with performance clubs, academies and associated development pathway opportunities.
- Liaise with feeder prep/primary schools; building relationships by offering coaching and refereeing sessions for example.
- Organise and run various prep/primary school, county and regional tournaments.
- Plan, implement and manage the coaching programme for male and female rugby.
- Build a culture of excellence, innovation and learning that supports pupil athlete development throughout rugby at Dame Allan's.
- Develop the rugby fixture list, for all year groups, to ensure the correct balance of fixtures enables all levels of participation.
- Manage a team to oversee rugby at Dame Allan's.
- Provide termly Inset (e.g. at the start of term) and continuous coaching support, guidance, and practical advice to ensure the development of all coaches within the schools.
- Responsible for athlete development from participatory level to elite, setting high expectations and encouraging commitment from players.
- Coach and referee rugby in each of its scheduled terms, ensuring contact across the age groups, and support other staff to do the same.
- Liaise closely with the Director of Sport regarding arranging fixtures, which includes transport, catering and first aid arrangements.
- Arrange pre-seasons, tours and out-of-term training sessions to develop the requisite individual, unit and team capabilities.
- Collate and publish all team sheets and ensure that registration takes place at games sessions.
- Administer the rugby budget, liaising closely with the Director of Sport regarding expenses, coaching expenditure and preparing the annual budget.
- Maintain an audit of coaching equipment and ensure that all equipment is well maintained throughout the year.
- Ensure that the Health & Safety aspects of all rugby activities are met and amendments to the Risk Assessments are dealt with in a timely manner.
- Represent Dame Allan's at all HMC rugby meetings and attend PE Departmental meetings.
- Communicating and publishing results on the SOCS website and sports department's twitter page.

General

- Maintain strict confidentiality of all information belonging to the Schools. It is important, and a condition of employment, that all information of any kind is treated as confidential and not disclosed or used other than as authorised and in the proper performance of the Schools business.
- Comply with the policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Schools.
- To undertake any other duties and responsibilities, which do not change the character and purpose of the post, as directed by the Principal / Bursar.

Person Specification

The successful applicant should possess the following experience, qualifications and qualities:

- Hold 5 GCSEs (or equivalent) grade A-C/ 9-5 or equivalent in English and mathematics;
- Have successfully completed education to A level or equivalent;
- A university degree in a sports-related discipline;
- RFU Level 3 (or higher) qualifications;
- Excellent subject knowledge that can stretch the most able and interested pupils;
- A willingness to contribute to collaborative planning and revision of schemes of work;
- A desire to play an active role in the provision of co-curricular activities, which includes running teams across several sports (please highlight previous experience of this in your application);
- An ability to use ICT as a teaching resource and for administration, preferably experience with Google Suite;
- A reflective practitioner;
- Provide inspirational teaching which conveys the value of effort and dedication to achieving goals;
- A “pupil centred” teaching approach – someone who makes it a priority to know the pupils they teach very well and uses a variety of teaching techniques in order to ensure all pupils achieve their very best;
- Excellent interpersonal and communication skills;
- Able to work as part of a team;
- Able to work with confidence under pressure and remain calm;
- Creative and enthusiastic to work with children of all ages;
- Very organised and able to use own initiative and judgement to solve problems;
- Able to meet the physical demands of the post;

Ready to Apply?

1. Please read the Application and Recruitment process on our website along with the Recruitment and Privacy Notice.
2. Complete the [Employment Application form](#).
3. Complete the [Equal Opportunities Monitoring form](#).
4. Email your completed application form along with your covering letter to hr@dameallans.co.uk by the closing date and time.

The closing date for applications is Thursday, 23 March 2023 at noon.

Interviews will take place Tuesday, 28 March 2023.

Terms and Conditions

This is a permanent role starting September 2023.

Hours:

The post-holder will be required to work during term time as needed in order to discharge their responsibilities and to support the wider objectives of the Schools.

Additionally, they may be required to work during school holidays on duties linked to the role, for instance in leading and supporting sports trips and tours.

Salary:

The salary will be commensurate with the skills and experience of the candidate. Details will be discussed at the interview. Dame Allan's staff are paid on our own pay scales which are higher than national scales.

Benefits:

The Schools operate a fee reduction package for children of staff members, subject to their meeting the Schools' admissions criteria.

All staff may join the School's pension schemes.

All staff receive free school lunches.

Access to the Employee Assistance Programme.

All staff are eligible for free eye tests.

Access to Cycle to Work scheme.

School trip travel opportunities.

A formal contract, detailing terms and conditions, will be extended following completion of all safeguarding/pre-employment checks.

Questions

Please direct any questions to the HR department:

Email: hr@dameallans.co.uk

Phone: 0191 274 5910

Thank you for your interest in applying to work at Dame Allan's Schools.

The Schools are committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

Excellence. Stability. Happiness. Est 1705.



DAME ALLAN'S SCHOOLS
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RATED EXCELLENT BY THE INDEPENDENT
SCHOOLS INSPECTORATE

Dame Allan's Schools, Fowberry Crescent, Fenham,
Newcastle upon Tyne NE4 9YJ. T: 0191 275 1500. www.dameallans.co.uk



Dame Allan's Schools



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