



## Job Description

<b>Job Title:</b>	<b>Assistant Director of Cricket</b>
<b>Department:</b>	<b>Co-Curricular</b>
<b>Responsible to:</b>	<b>Director of Cricket</b>
<b>Last reviewed:</b>	<b>November 2021</b>

### Job Outline and Purpose:

Haileybury is an outstanding British independent co-educational boarding school, offering modern boarding and day provision for 875 boys and girls aged 11-18. Established in 1862, we are situated on a glorious and historic 500-acre campus in Hertfordshire, just 20 miles north of London.

The Assistant Director of Cricket will build on and drive Haileybury Girls' Cricket forward in an all year round cricket programme. This will include 1:1 and small group sessions throughout the winter, developing indoor cricket skills, training, planning and promotion of internal and external links. Leading girls' cricket coaching through the summer and developing staff to produce county and international players of the future.

The nature of a 24hr a day, 7 days per week boarding school require staff to work flexibly and as the School is used by pupils at weekends, which are also the time most parents visit the School, there may be a requirement for the job holder to work early mornings, evenings and weekends.

### Duties:

- In collaboration with the Director of Cricket, lead and implement an all-inclusive all year round coaching structure within Girls' Cricket.
- To provide and implement a winter coaching programme for both Lower School Girls and Senior School Girls.
- To deliver 1:1 and group coaching sessions to HPP and development players.
- To coach age groups to develop robust skills ahead of the summer season - no matter what the age or ability.
- To lead the delivery of coaching the girls' programme.
- To help with planning girls' fixtures.
- Play a key role in the coaching of cricket across all of our current teams.
- Contribute and build on Haileybury's cricket outreach programme by continuing to build relationships with local clubs, state and prep schools and helping to plan, organise and run cricket events at Haileybury.
- Liaise with the Director of Cricket to identify staff training needs and organise and deliver a programme of staff development.
- Assist the Director of Cricket with the identification of potential talented athletes for 11+, 13+ and 16+ scholarship.
- Produce regular reports as appropriate for Haileybury Cricket newsletters and use social media to highlight all positive aspects of Haileybury Cricket.
- Continue to build relationships with local and first class counties and their pathway programmes.
- Contribute to the Haileybury sports programme across all 3 terms.
- Touring and pre-season as appropriate.

It should be noted that this job description identifies the current principal duties of the post; it does not detail every task to be undertaken. The post-holder will be required to undertake any duties as required by the Line Manager, which fall within their capabilities or the requirements of the School.

### **Person Specification:**

#### **Essential Skills, Experience and Qualifications**

- Must have experience of playing or coaching cricket to a high level.
- Experience of coaching girls at a variety of levels.
- Ability to motivate and encourage participation.
- Display excellent interpersonal skills, oral and written communication skills to engage with pupils, staff and key stakeholders.
- Evidence of strong organisational skills and the ability to work independently, with a proactive, flexible and positive approach.
- Excellent administration skills & attention to detail.
- Demonstrate evidence of diplomacy, discretion, professionalism and an ability to keep one's counsel as required.

#### **Child Protection at Haileybury**

In addition to their job description, the job holder should be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons who they may come into contact with whilst at Haileybury.

#### **Health & Safety at Haileybury**

Under the Health and Safety at Work etc. Act 1974 and associated legislation, colleagues at Haileybury are expected to be comply with H&S requirements at all times, including but not limited to Risk Assessments, COSHH, PPE, Manual Handling and to follow Haileybury policies/procedures. Specifically, colleagues must continuously carry out all duties in a manner, which endangers neither themselves nor others. If you consider something is unsafe or likely to cause injury or ill health, you must rectify it if safe to do so, or report it to your immediate manager or the Health and Safety Manager.

#### **Data Protection at Haileybury**

The School will comply with its obligations under the prevailing data protection legislation when processing your personal data. For further detail in this regard you should refer to the School's Data Protection Policy and the Staff Privacy Notice which can be found on the website <https://www.haileybury.com/privacy-notice>

#### **Code of Conduct Statement**

Colleagues at Haileybury are expected to work together showing respect, courtesy and helpfulness, cooperatively working with a positive ethos and culture, whatever the staff member's position may be. Each individual should try to see and appreciate what others are doing and understand that the provision that we offer our pupils can flourish only with the active assistance of all concerned.