



Job Description

Job Title:	Assistant Director of Sport (Lower School)
Department:	Co-Curricular
Responsible to:	Director of Sport
Last reviewed:	January 2022

Job Outline and Purpose:

Haileybury is an outstanding British independent co-educational boarding school, offering modern boarding and day provision for 900 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 Sport will lead and develop Lower School Sport in an all year round programme. ADoS(LS) will direct the lower school coaching programme throughout the year at both the top end of performance sport, as well as providing a nurturing sporting provision for those pupils whose aspirations lie more towards participation than performance level sport.

ADoS(LS) would also offer a specialism in either hockey, netball or rugby, and would also take on the role of assistant director in their specialist sport, in order to help drive forward further the programme of one of these key focus sports. This will include leading 1:1 and small group sessions throughout the year, where there is the chance to work with national level players; 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 requires 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:

- Overview of Lower School (LS) sport/fixture lists/seasons.
- Management of the LS sports provision (boys and girls).
- Manage coach allocation each week for LS sport, including 6th form.
- Oversight of PEG & club/activity provision, including p11/14s (sports fellows).
- Assist with 11+ scholarship day/entry.
- Oversee LS lists.
- Mentor to LS sports scholars and manage their development/performance.
- Assist with prep school liaison & talent scouting, through LS sport connections.
- Assist with management of prep school tournaments/festivals.
- Regular liaison with grounds, catering, transport departments.
- Complete annual review of the LS sporting provision.

Assistant Director of Sport would also serve as either Assistant Director of Hockey, Netball or Rugby:

either ASSISTANT DIRECTOR OF HOCKEY:

- In collaboration with the Director of Hockey, lead and implement a coaching structure within boys' hockey.
- To provide and implement a coaching programme for both Lower School Boys and Senior School Boys.
- To deliver 1:1 and group coaching sessions to HPP and development players.
- To arrange boys' fixtures.
- Play a key role in the coaching of hockey (boys AND girls) across all of our current teams.
- Contribute and build on Haileybury's hockey outreach programme by continuing to build relationships with local clubs, state and prep schools and helping to plan, organise and run hockey events at Haileybury.
- Liaise with the Director of Hockey to identify staff training needs and organise and deliver a programme of staff development.
- Assist the Director of Hockey with the identification of potential talented athletes for 11+, 13+ and 16+ scholarships.
- Contribute to the Haileybury sports programme across all 3 terms, with a specialised focus on (boys', where possible) hockey.
- Touring and pre-season as appropriate.

Or ASSISTANT DIRECTOR OF RUGBY:

- In collaboration with the Director of Rugby, lead and implement an all-inclusive coaching structure within Rugby (for boys and 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 season - no matter what the age or ability.
- Administrate the boys' rugby programme, including liaison with Grounds Manager & Co Curricular administrator.
- To lead the delivery of coaching and development of the girls' rugby programme.
- Play a key role in the coaching of rugby across all of our current teams.
- Lead the boys' Sevens and girls' Rugby programmes.
- Sit on Herts schools' rugby committee
- Contribute and build on Haileybury's rugby outreach programme by continuing to build relationships with OHRFC, Saracens Academy, local clubs, state and prep schools and helping to plan, organise and run rugby events at Haileybury.
- Liaise with the Director of Rugby to identify staff training needs and organise and deliver a programme of staff development.
- Assist the Director of Rugby with the identification of potential talented athletes for 11+, 13+ and 16+ scholarship.
- Contribute to the Haileybury sports programme across all 3 terms.
- Touring and pre-season as appropriate

Or ASSISTANT DIRECTOR OF NETBALL:

- In collaboration with the Director of Netball, lead and implement an all-inclusive coaching structure within netball.
- To deliver 1:1 and group coaching sessions to HPP and development players.
- To coach age groups to develop robust skills ahead of the season - no matter what the age or ability.
- Help administrate the netball programme, including liaison with Sports Centre Manager, Grounds Manager & Co Curricular administrator.
- To lead the delivery of coaching and development of the netball programme.
- Play a key role in the coaching of netball across all of our current teams.
- Contribute and build on Haileybury's netball outreach programme by continuing to build relationships with London Pulse, Saracens Mavericks, local clubs, state and prep schools and helping to plan, organise and run netball events at Haileybury.
- Liaise with the Director of Netball to identify staff training needs and organise and deliver a programme of staff development.
- Assist the Director of Netball with the identification of potential talented athletes for 11+, 13+ and 16+ scholarship.
- Contribute to the Haileybury sports programme across all 3 terms with a specialised focus on netball.
- 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 rugby/hockey to a high level.
- Experience of coaching at a variety of levels and ages.
- 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.

It should be noted that the above list of duties is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only. The job holder may be required to undertake any other reasonable task requested by the Director of Sport or Deputy Head Co-Curricular which fall within their capabilities and which are in accordance with the usual practice of an independent boarding school.

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 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.