



Job Title: Assistant Director of Sport (Main School)
Department: Co-Curricular
Responsible to: Director of Sport
Last reviewed: March 2023

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 (Main School) will lead the High Performance Programme (HPP - the programme for the top sportsmen & women in Haileybury). ADoS(MS) will oversee HPP pupils' progress over their Haileybury career aiming to enable them to meet their individual ambitions. The role will involve ensuring the quality and tailored nature of the HPP from a technical and S&C perspective whilst also developing the enrichment programme (psychology, nutrition, etc.). ADoS(MS) will also oversee the provision for a range of wider curriculum sports; be responsible for the digital strategy in focus sports; and develop the use of Haileybury Sports' social media & websites. He/she will also be a specialist in one of our focus sports (rugby, cricket, netball, hockey) and contribute fully to this, as well as the broader co-curricular life of the School.

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:

Assistant Director of Sport (Main School) will:

- Direct the High Performance Programme, including ensuring the quality of the technical, S&C & lead the enrichment programmes.
- Mentor sports scholars and manage their development/performance, including leading their system for (self) reflection & video analysis. This would also include liaising with the well-being department re: loading of athletes (physical & mental).

- Lead the digital strategy for sport, including use of video analysis in focus sports (hockey, cricket, rugby, netball).
- Take responsibility for the provision of wider curriculum sports: watersports, racket sports, aerobics, lacrosse, skiing, fencing, basketball, athletics/xc & golf, inc. staff CPD for these sports.
- Assist with 13+/16+ scholarship entry & prep school liaison & talent scouting.
- Develop Haileybury Sports' marketing strategy, use of social media & maintain up to date nature of the website.
- Have a specialist sport in which a full and active part is played in the coaching programme and in strategic recruitment.
- Be a full and active part of PEG and main school sport, year round across all sports/ages/abilities.
- Be a key participant in the outreach/recruitment strategy, most applicably getting involved in local club hockey/netball training.
- In the holidays, oversee the establishment of a series of holiday camps for revenue building and crucially for recruitment: rugby, cricket, hockey, netball, football.

For the right candidate, ADoS(MS) would also offer an opportunity to take on the role of assistant director in a specialist sport, in order to help drive forward further the programme of one of these key focus sports. This will include developing staff; outreach and recruitment; and leading 1:1/small group sessions throughout the year, where there is the chance to work with current and future national level players. Please see the next page.

Either as 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.

or as ASSISTANT DIRECTOR OF HOCKEY:

- Act as core element of Haileybury's hockey outreach programme: evening coaching local clubs, state and prep schools; be a weekly presence at Talent Academy; helping to plan, organise and run hockey events at Haileybury.
- Play a key role in the coaching of hockey (boys AND girls) across all of our current teams.
- To deliver 1:1 and group coaching sessions to HPP and development players.
- Lead the boys' hockey programmes (LS and main school).
- 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, beyond hockey.
- Tour abroad and run pre-season as appropriate.
- Establish and develop a school holiday time hockey camp both for profit and recruitment purposes.

Other Requirements

Safeguarding and Child Protection

1. All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

Health and Safety

1. In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.
2. Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

Equality and Diversity

1. Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

Code of Conduct

2. Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

Data Protection

3. All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

Person Specification:

Essential Skills, Experience and Qualifications

- Must have experience of playing or coaching rugby/hockey/netball/cricket 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.