



WESTCOUNTRY SCHOOLS TRUST JOB DESCRIPTION

Job Title:	Head of Rugby
Location:	Across the Trust (based at Ivybridge Community College)
Grade/salary:	Devon Legacy Pay Scales range, (Grade F, SCP 24 – 28) Under 5 years' Service: £29,610 - £32,737 Over 5 years' Service: £30,214 – £33,405
Hours:	37 hours per week, 38 weeks per year
Reports to:	Director of Enrichment and Sports Academies
Responsible for:	Department volunteers and student/Rugby sports coaches.
Key relationships:	Director of Enrichment and Sports Academies, Head of Physical Education, Physical Education Department, Senior Leadership Team

Job Purpose

The Head of Rugby supports the effective operation of the trust and works to uphold and promote its vision and values.

The postholder is responsible for the strategic leadership, development and delivery of the Rugby Programme at Ivybridge Community College. They will lead high-quality rugby coaching, competition and player development across all age groups, ensuring excellence in performance, safeguarding, health and safety, and alignment with the Trust's vision, values and policies.

The role contributes to student achievement, engagement and wellbeing, and promotes Ivybridge Community College and the Trust at local, regional and national level.

Duties and Responsibilities

1. At all times demonstrate and uphold WeST's core values, ensuring that behaviour, actions and decisions align with the principles that guide our work.
2. Provide strategic direction, leadership and oversight of the Rugby Programme, including curriculum, academy, enrichment and high- performance athlete pathways.
3. Lead the planning, delivery and review of coaching programmes to ensure high-quality outcomes, progression and competitive success.
4. Ensure compliance with governing body regulations, Trust policies and health and safety requirements.

5. Lead and deliver coaching across age ranges and ability levels, including high performance athlete development.
6. Develop individual and team performance through structured training programmes, competition planning and player development plans.
7. Promote high expectations, positive behaviour and the Trust's core values on and off the pitch.
8. Plan and coordinate training schedules, fixtures, competitions and tours, ensuring appropriate staffing, risk assessments and transport arrangements are in place.
9. Monitor, evaluate and report on the effectiveness and impact of the Rugby Programme, providing performance information to senior leaders and other stakeholders as required.
10. Manage specialist equipment and resources, ensuring safe storage, maintenance and appropriate use.
11. Liaise with finance as appropriate to ensure the provision of equipment and booking of transport is carried out within the set financial procedures and planned budgets.
12. Promote and uphold safeguarding and child protection responsibilities within all aspects of the Rugby Programme.
13. Provide academic mentoring and pastoral support to students within the academy, contributing to monitoring, review and reporting on student progress in collaboration with teaching and support staff.
14. Maintain accurate records in line with GDPR and Trust requirements.
15. Develop and maintain effective partnerships with external organisations (e.g. professional clubs, governing bodies).
16. Promote the Rugby Programme to support recruitment, retention and progression, including Post-16 pathways.
17. Contribute to income generation opportunities where appropriate, including outreach activity and events.

All roles include the following:

1. To act in accordance with, and actively promote, all Trust policies, including Safeguarding, Health and Safety and Equality & Diversity.
2. To participate in Continuing Professional Development (CPD relevant to the role and to engage in Performance Development Reviews (PDRs).
3. Preparing and contributing to Trust wide development by sharing best practice and delivering/receiving professional feedback.
4. To retain confidentiality and maintain data and/or files in accordance with Trust policies for data governance, as appropriate for the role.

This job description provides a general reflection of the main duties and responsibilities of the post at the date of production. You may be expected to take on other reasonable activities deemed to be within the character of the post to assist in efficient service

delivery. The duties may change over time as requirements and circumstances evolve without changing the general character of the post or level of responsibility.

PERSON SPECIFICATION

E = Essential, D = Desirable

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
VALUES-BASED BEHAVIOURS - It is important to us that your values align with ours:			
Compassion:			
Recognising need in others and acting with positive intention to promote well-being and improve outcomes	E		X
Aspiration:			
Works to high expectations, modelling the delivery of high-quality outcomes	E		X
Showing passion, persistence and resilience in seeking creative solutions to strive for continuous improvement and excellence	E		X
Integrity:			
Acting always in the interests of children and young people,	E		X
Acting with a consistent and uncompromising adherence to strong moral and ethical principles	E		X
Communicating with transparency and respect, creating a working environment based on trust and honesty	E		X
Collaboration:			
Creating a shared vision and working effectively across boundaries in an equitable and inclusive way to skilfully influence and engage others	E		X
QUALIFICATIONS:			
Membership of (or working towards) England Rugby Football Schools' Union (ERFSU).	E	X	
Head case (concussion) with ERFU Accreditation.	E	X	
Scrum Factor rugby qualification, Level 1 and Level 2 Rugby coaching award. (ERFU Accredited)	E	X	
L3 Rugby coaching award (ERFU Accredited) or equivalent relevant qualification at Level 3	D	X	
L2 Rugby coaching award (ERFU Accredited) or equivalent relevant qualification at Level 2	E	X	
Full UK Driving License	D	X	X
Minibus test / license Or willingness to undertake such qualification or access to alternative transport arrangements.	D	X	X

First Aider or willing to work towards.	E	X	
L3 Safeguarding or willing to work towards	E	X	
EXPERIENCE:			
Experience of developing and delivering a specialist Rugby Programme.	E	X	X
Experienced player and coach in rugby in competitive environments. Or significant relevant other experience for role.	E	X	X
Coaching experience at a national league or other significant level of coaching experience. Ability to design and deliver a programme of high quality training sessions.	E	X	X
KNOWLEDGE, SKILLS AND ABILITIES:			
Working knowledge of specialist regulations and maintaining owning CPD to provide advice on application of regulations in practice.	E	X	X
Ability to work with children in a curriculum environment	E	X	X
General IT skills, with standard keyboard skills, and a working knowledge of Ms Office and school systems (such as SIMs, EVOLVE, and CPOMS).	D	X	X
Teamwork and development of teamworking ethos in groups of participants	E	X	X
Ability to motivate and empower others to identify and achieve their best performance.	E	X	X
Excellent communication skills to direct sessions and provide constructive and sensitive feedback.	E	X	X
Knowledge of risk assessments and health and safety considerations.	E	X	
Knowledge of Video Analysis programs through (NAC SPORT) - Lead individuals and develop specific skills through a professional environment running side by side with the current curriculum.	E	X	X
Awareness and understanding of individual fitness programmes such as: strength and conditioning, working side by side with IPD's (individual player development) within a professional environment.	E	X	X
Planning and organising a programme of specialist sessions and associated resources.	E	X	X
Work alongside PE examination teachers to support the grading and assessment of appropriate modules or units related to area of specialism.	E	X	X
Provide specialist advice and promote a healthy lifestyle and nutritional advice.	D	X	X
FURTHER REQUIREMENTS:			
Flexibility and willingness to work irregular hours as necessary	E	X	X

Awareness and commitment to safeguarding	E	X	X
Frequent requirement to work outdoor and indoor environments.	E	X	
Frequent requirement to move/lift equipment and participate in physical activities.	E	X	