



Reed's School Job Description

HEAD OF HOCKEY

Reed's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

<p>The Department and Role:</p>	<p>The Head of Hockey will be responsible for the planning, development, and delivery of coaching within all areas of the Reed's hockey programme.</p> <p>The role-holder will be responsible for planning the development of pupils of all standards to maintain Reed's position at the forefront of school hockey.</p> <p>There will also be a requirement to assist with other sports where required throughout the academic year.</p> <p>This role will be a full time, term time only, including the expectation to attend hockey and sports fixtures at weekends, as well as tours and trips.</p> <p>The role is well suited to a highly qualified coach, and preferably an individual who has experience of running a school sports programme. The ability to teach an academic subject is desirable, but not essential. There will also be the opportunity to take on a tutor group.</p> <p>This role will report into the Director of Sport.</p>
<p>Main Duties and Responsibilities:</p>	<ul style="list-style-type: none"> • Implement a strategic vision for Reed's Hockey to provide opportunities for all pupils, as well as aiming for success of our competitive teams. • Lead and inspire the team of hockey coaches across the boys and girls' programmes. • Coach hockey throughout the school, to all ages and ability levels. • Promote Reed's hockey through leading a programme of tours and social events. • Develop links and manage partnerships with outside agencies and clubs. • Oversee a programme of pre-season and after-school training. • Manage and coordinate the hockey fixtures programme, in liaison with the Director of Sport and Head of Girls' Sport. • Ensure, as far as reasonably practicable, that the balance of fixtures played allow participation for as many pupils as possible.

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- Aim for ALL pupils in The Close have experience of external fixtures.
- In liaison with the Head of Strength and Conditioning manage the players' workload.
- Oversee the coordination of all match arrangements including hospitality, catering, transport and umpires.
- Enhance the professional skills of all involved in hockey and appraising their performance.
- Maintain positive and effective communication with all members of the Reed's community including pupils, parents and staff.
- The upkeep of spreadsheets, SOC's and Firefly on fixture information, squad selection & results.
- Produce risk assessments for hockey and ensure that the School adheres to directives and guidelines issued by England Hockey.
- Oversee the administration of hockey matters, including management of the hockey budget and development of equipment and facilities.
- Oversee the effective use of facilities, both internal and in communication with RSE for any external lets.
- Coordinate a briefing for all hockey staff at the beginning of the relevant term.
- Overall responsibility for developing a programme for high performing players within hockey.
- Engage with outside bodies and professional coaches to enhance provision for high performing players.
- Devise, review and implement a plan for the recruitment and retention of high performing players.
- Use video and statistical analysis to enhance the hockey programme for teams and individuals.
- Undertake such other comparable duties as the Headmaster requires from time to time.
- Promote and safeguard the welfare of children and young people for whom you are responsible and with whom you come into contact.

Reed's School Person Specification

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	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified to a minimum of a level 3, or equivalent coaching qualification, as well as strong background in performance coaching. 	<ul style="list-style-type: none"> • Other qualification or experience in second sport.
Experience:	<ul style="list-style-type: none"> • Previous experience of working with children in school context. • Experience of working co-operatively as part of a team. • Running a programme and experience working with high performing athletes. 	<ul style="list-style-type: none"> • Ability to demonstrate creative and innovative approaches to enthusing and challenging pupils.
Skills	<ul style="list-style-type: none"> • Excellent planning and organisation skills. • Excellent communication skills. • Ability to set effective, realistic and challenging lesson objectives. • Ability to use video analysis software to enhance the players understanding and development. • Ability to gather, evaluate and analyse assessment data to inform coaching. 	
Knowledge	<ul style="list-style-type: none"> • Excellent hockey knowledge and passion for the sport. 	<ul style="list-style-type: none"> • Insight into pupil learning needs.
Personal competencies and qualities	<ul style="list-style-type: none"> • Motivation and enthusiasm to work with children and young people. • Ability to act as a role model for pupils and staff through demonstrating high standards of personal and professional conduct. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Positive attitude to use of authority and maintaining discipline. • Ability to maintain consistency and fairness. 	