



GRAVESEND GRAMMAR SCHOOL  
**Head of Rugby Development, Sports Coach and Cover Supervisor  
(Term Time Only)**

38 weeks per year, 34.5 hours per week, TDET Range 7, PT 21 £25,378 FTE per annum  
(actual salary £19,919 per annum, incl holiday pay)  
Potential for additional earnings through development of children's holiday sport camps

**JOB DESCRIPTION**

Gravesend Grammar School (GGS) currently has an extensive extra curricular programme and is looking for a talented and committed Head of Rugby Development and sports coach. We are particularly interested in hearing from **Rugby, Basketball, Hockey, Netball, Football and Cricket** coaches. The role will also include work as a Cover Supervisor, to stand in for the teacher if they are absent across all subjects. They will be required to instruct the students to appropriate set work and support their learning in a calm working environment. It is very important that the successful candidate is confident in working with young people and that they are able to create sustainable relationships.

**Head of Rugby Development:**

As the Head of Rugby Development within the Gravesend Grammar school rugby programme, you will be responsible for overseeing and developing the rugby program for students in the junior age groups (yr7 & 8) as well as creating a pathway for the U16 team as they progress through to the Senior Rugby program. This position requires a passionate and dedicated individual with strong coaching and organisational skills to help our students develop their rugby skills, sportsmanship, and teamwork.

**Key Responsibilities:**

**Coaching:**

- Develop and execute age-appropriate training programs for junior rugby players, focusing on skill development, fitness, and game strategies, alongside the Gravesend Grammar School Rugby approach.
- Lead and conduct regular training sessions, both during and outside school hours.
- Provide guidance and support to assistant coaches and volunteers working with junior teams.
- Foster a positive and inclusive coaching environment that promotes growth and skill improvement.

**Team Management:**

- Manage junior rugby teams, including player selection, assignment of positions, and match scheduling via SOCS

- Coordinate with the Director of Sport and Head of Rugby to ensure effective team organisation and participation in league competitions and tournaments.
- Monitor and evaluate player performance, offering feedback and creating development plans for improvement.

**Program Development:**

- Collaborate with the Director of Sport and Head of Rugby to create a long-term development plan for junior rugby in the school.
- Develop and implement strategies to recruit and retain junior rugby players in the program.
- Promote rugby throughout the school community and encourage participation and interest.

**Safety and Compliance:**

- Ensure the safety and well-being of all junior rugby players by adhering to the highest safety standards.
- Familiarise yourself with and enforce all relevant rugby rules, regulations, and policies.
- Maintain accurate records of player participation, injuries, and equipment inventory.

**Community Engagement:**

- Engage with parents, guardians, and the wider community to foster a positive relationship with the rugby program.
- Organise and promote events, fundraisers, and other activities to support and raise awareness of the program.

The successful candidate needs to be highly motivated to develop as a sports coach. This role would particularly suit someone who has aspirations to coach in professional or national environments in the future. Whilst qualifications are desirable a commitment to the sport, experience and enthusiasm are essential. They must be able to;

- Organise, coach and officiate fixtures and competitions both internally and externally
- Motivate young people to take part in sport
- Develop students so that they can access school, regional, national and international competition
- Aspire to lead a sport to national success

Cover supervision has different demands over the course of the year and the successful candidate needs to be flexible and fit their sports coaching preparation around this commitment.

**Required Attributes:**

- Good verbal and written communication skills.
- Excellent time management skills.
- Self motivated and

**Benefits:**

- Free Benenden Healthcare Scheme
- Potential for subsidised on-site accommodation
- Close links to A2/M2, with free on-site parking
- Walking distance to Gravesend station - 25 minutes to Central London

For more information about this post, contact Mr Mark Robinson, Director of Sport, at [robinsonm@gravesendgrammar.com](mailto:robinsonm@gravesendgrammar.com)

To find out more about our school, visit our website at [www.gravesendgrammar.com](http://www.gravesendgrammar.com)

**Application close date:** 16th February, 2024, 9am (We reserve the right to close the recruitment process earlier for the right candidate)

**Interviews:** w/c 19th February, 2024

**Appointment:** ASAP

We only consider GGS application forms and do not accept CVs.

Application forms must be e-mailed to Lisa Walsh, HR at [walshl@decustrust.com](mailto:walshl@decustrust.com)

GGS, an academy in the The Decus Educational Trust (TDET), is committed to safeguarding and promoting the welfare of children, and all staff and volunteers are expected to follow its policies and share in its commitment.

This post is subject to pre-employment checks, including an Enhanced Disclosure and Barring Service check, reference checks and proof of right to work in the UK.

In line with KCSIE 2023 guidance, as part of the shortlisting process, the Trust reserves the right to conduct an online search on shortlisted candidates as part of our due diligence and to share any pertinent information found concerning a candidate's suitability to work with children with Hiring Managers to be discussed at interview stage.

TDET is an equal opportunities employer.

**January 2024**

	Essential Requirements	Desirable Requirements
Experience:	Successful experience of involvement in <b>Rugby, Basketball, Hockey, Netball, Football or Cricket</b> as a team player.  Experience in competitive <b>Rugby, Basketball, Hockey, Netball, Football or Cricket</b> at club level.  Experience of coaching <b>Rugby, Basketball, Hockey, Netball, Football or Cricket</b> to a high standard and level.	Experience working in at least one other school or college.
Qualifications:	A good standard of general education/ relevant vocational qualifications preferred. Sports Coaching Certificates.  A clean UK driving licence and the ability to complete MIDAS training.	A qualification in Health or Sports Science at Diploma or Degree level PE coaching qualifications First Aid qualification D1 Drivers Licence.
Knowledge and Skills:	Excellent PE coaching skills. A clear understanding of the range of sports available in schools, the competition rules	A good understanding of sports leadership skills A good knowledge of health and safety

	relating to them and technical training methods. Excellent interpersonal and communication skills.	matters related to sport A good knowledge of first aid.
Aptitudes:	<p>Ability to work effectively under pressure and maintain an optimistic and positive attitude.</p> <ul style="list-style-type: none"> <li>● Able to maintain personal drive and energy.</li> <li>● Ability to relate well to people at all levels.</li> <li>● An aptitude to work as part of a team whilst also being self-motivated and action oriented.</li> <li>● A high level of personal organisation skills.</li> <li>● An ability to manage your own personal stress levels. A commitment to provide quality support to the pupils and parents of Gravesend Grammar School.</li> <li>● Personal integrity, dedication and commitment to the school</li> </ul>	<p>A real interest in lifelong learning and the work of schools within the community. Being ready to take advantage of additional training towards a more flexible working role within the school. Able to contribute strongly to the cultural life of the school.</p>
Circumstances:	Willingness to work irregular hours on occasions.	A willingness to be involved in sports tours.