



## St Bernard's College Position Description

Job Title:	Director of Coaching - Rugby
Employer:	St Bernard's College, Board of Trustees
Responsible To:	Director of Sport
Responsible For:	2018 Rugby Coaching Programme
Job Purpose:	<p>Develop a cohesive and formulated rugby coaching programme for St Bernard's College.</p> <ul style="list-style-type: none"><li>• To Coach 1<sup>st</sup> XV</li><li>• To Coach year 7/8 team to AIMS Games</li><li>• To appoint and manage Coaches for all rugby teams</li></ul>
Date:	8 November 2017
Background:	<p>St Bernard's College is an integrated Catholic Year 7-13 school for boys, opened in 1946 by The Marist Brothers. It serves the Catholic community across the Hutt Valley and Wainuiomata area. The maximum role is 660 pupils. This allows the college to provide a full and varied range of subjects and activities, yet it is still small enough to ensure a caring, safe and personalised environment.</p> <p>We are intent on providing an excellent education in an environment generated by Gospel values.</p> <p>Collegiality is encouraged and valued. The school is a team environment where each person's performance impacts on others.</p>

## Key Relationships

Key Internal Relationships:	<ul style="list-style-type: none"> <li>▪ Director of Sport</li> <li>▪ Sports Co-ordinator</li> <li>▪ Coaches</li> <li>▪ Teachers</li> <li>▪ Support Staff</li> <li>▪ Grounds Staff</li> <li>▪ HOD Learning support</li> </ul>
Key External Relationships:	<ul style="list-style-type: none"> <li>▪ College Sport Wellington</li> <li>▪ WRFU (RAIS)</li> <li>▪ Local rugby clubs</li> <li>▪ Sponsors</li> <li>▪ College community</li> <li>▪ Wellington Region schools</li> </ul>

### Key Areas of Responsibility:

The position of **Rugby Coaching Director** is responsible for performance of the school in the following Key Areas:

- Supporting the Special Character of the College and show a commitment towards working in a Catholic School as outlined in Appendix 15, Catholic Integrated Schools Handbook (attached);
- Supporting the Sports Department ethos and objectives.
- Supporting the development of the sport of rugby within the College
- Supporting rugby coaches
- Supporting students who choose to play rugby.

### Areas of responsibility and expected results

The Key Results that are required in these Areas of responsibility are broadly identified below:

<i>Jobholder is responsible for</i>	
<b>1. <u>Supporting the Special Character of the College</u></b>	<b><u>Key Results Required</u></b>
<ul style="list-style-type: none"> <li>• Provide support to colleagues, especially when they may be under workload or personal stress</li> </ul>	<ul style="list-style-type: none"> <li>• Other members of staff able to rely on support from this position when appropriate</li> </ul>
<ul style="list-style-type: none"> <li>• Deal with all matters modelling the Marist pillars and the college's "values for life"</li> </ul>	<ul style="list-style-type: none"> <li>• Staff, students, parents and members of the wider community treated in a dignified manner</li> <li>• Any relationship issues are resolved in a collegial and collaborative manner</li> </ul>
<ul style="list-style-type: none"> <li>• Promote the Catholic Character of the college</li> </ul>	<ul style="list-style-type: none"> <li>• Personal conduct reflective of the college's special character</li> <li>• If possible, attendance at special character liturgies</li> </ul>
<b>2. <u>Preseason Rugby Training Programme</u></b>	<b><u>Key Results Required</u></b>
<ul style="list-style-type: none"> <li>• For Years 7 &amp;8</li> <li>• For Years 9 &amp; 10</li> <li>• For years 11-13</li> </ul>	<ul style="list-style-type: none"> <li>• Fitness and conditioning appropriate to rugby is achieved prior to the season commencement</li> </ul>

<ul style="list-style-type: none"> <li>• Selection of Rugby Squads (In conjunction with The Director of Sport)</li> <li>• Selection of Coaches (In conjunction with the Director of Sport)</li> </ul>	<ul style="list-style-type: none"> <li>• A transparent and fair selection process is adopted</li> <li>• Coaches are selected who best meet the objectives of the College</li> </ul>
<b>3. <u>Coach of 1st XV</u></b>	<b><u>Key Results Required</u></b>
<ul style="list-style-type: none"> <li>• Quality best practice coaching programme</li> <li>• Communicate requirements and Expectations for membership of the 1<sup>st</sup> XV</li> <li>• Promote 1<sup>st</sup> XV specific relationships</li> </ul>	<ul style="list-style-type: none"> <li>• High level coaching standards are adopted.</li> <li>• Off-field as well as on field standards are maintained</li> <li>• All stakeholders are embraced</li> </ul>
<b>4. <u>Coach Year 7 &amp; 8 AIMS Games Team</u></b>	<b><u>Key Results Required</u></b>
<ul style="list-style-type: none"> <li>• Selection of Yr 7 &amp; 8 AIMS games rugby 7's Team</li> <li>• Develop a coaching programme specifically targeting results at AIMS Games</li> <li>• Oversee all Inter-Intermediate rugby Trials and team selection.</li> </ul>	<ul style="list-style-type: none"> <li>• A transparent and fair selection process is adopted.</li> <li>• AIMS Games standards are aspired to</li> <li>• Appropriate intermediate teams are selected</li> </ul>
<b>5. <u>Rugby Coaching</u></b>	<b><u>Key Results Required</u></b>
<ul style="list-style-type: none"> <li>• Select all rugby coaches for all teams in conjunction with the Director of Sport.</li> <li>• Ensure all coaches are rugby Smart certified for the 2018 season</li> </ul>	<ul style="list-style-type: none"> <li>• Coaches meet the ethos of Sport at the college</li> <li>• Coaches are trained in the latest safety and training methods</li> </ul>
<b>6. <u>Reporting</u></b>	<b><u>Key Results Required</u></b>
<ul style="list-style-type: none"> <li>• Prepare report on Preseason</li> <li>• Prepare a report on AIMS Games rugby 2018</li> <li>• Prepare a report on 1<sup>st</sup> XV season 2018</li> <li>• Prepare a report on all rugby teams 2018</li> <li>• Prepare a final report on all rugby season 2018</li> </ul>	<ul style="list-style-type: none"> <li>• Reporting is up to date</li> <li>• Reporting is accurate</li> <li>• Reporting is relevant</li> <li>• Reporting is prescriptive</li> </ul>
<b>7. <u>Maintain the Boards Policy on Sport</u></b>	<b><u>Key Results Required</u></b>
<ul style="list-style-type: none"> <li>• Adherence to the Sports Department Vision Statement</li> </ul>	<ul style="list-style-type: none"> <li>• The College Sporting ethos is maintained and enhanced</li> </ul>
<b>8. <u>General Duties</u></b>	<b><u>Key Results Required</u></b>
<ul style="list-style-type: none"> <li>• Assist with such other duties that might reasonably be expected by [] from time to time</li> </ul>	<ul style="list-style-type: none"> <li>• Urgent or unplanned issues dealt with</li> </ul>

**Person Specification**

**Qualifications**

Essential	Desirable
<ul style="list-style-type: none"> <li>○ Appropriate rugby coaching certification</li> <li>○ First Aid Certification</li> <li>○ Specific training with regards Head Injuries</li> </ul>	

**Skills**

Essential	Desirable
<ul style="list-style-type: none"> <li>● Able to work independently</li> <li>● Ability to plan work to fit in with busy environment</li> <li>● Ability to work with interruption</li> </ul>	

**Desirable Personal Characteristics**

Personal Characteristics
<ul style="list-style-type: none"> <li>○ Has leadership qualities                             <ul style="list-style-type: none"> <li>▪ Fosters a sense of urgency to achieve goals</li> <li>▪ Able to build sound internal and external relationships</li> <li>▪ Is able to maintain effectiveness in face of changing priorities, change or uncertainty.</li> <li>▪ Is a very good communicator. Listens well and expresses him/herself clearly and persuasively</li> </ul> </li> <li>○ Manages work priorities and assignments to meet schedule of commitments</li> <li>○ Maintains a “professional” relationship with staff, students and visitors</li> <li>○ Follows established protocols, but able to question and suggest improvements</li> <li>○ Is proactive and uses initiative</li> <li>○ Takes personal responsibility for providing excellent service</li> <li>○ Is inquisitive and wants to know and have access to the best and latest solutions</li> <li>○ Is a positive and contributing member of the College</li> <li>○ Is socially mature and adaptable</li> </ul>

**Changes to Job Description**

From time to time it may be necessary to consider changes in the job description in response to the changing nature of the work environment– including, business strategy, technological requirements or statutory changes. Such change may be initiated as necessary by the manager of this position. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance review cycle.

**Approved:**

\_\_\_\_\_

Manager

\_\_\_\_\_

Date

\_\_\_\_\_

Employee

\_\_\_\_\_

Date

**Key Performance Indicators:**

(As set, mutually agreed, and modified from time to time between the Employee and St Bernard's College)

Period Covered: From (date) ...../...../..... To (date) ...../...../.....

<b>KPI</b> Should be logically related to the priority goals of the school for the relevant period.	<b>Measure / Target</b> What/ how much /will be done by when / to what degree	<b>Achievement</b> <b>(Yes / No)</b>	<b>Comments</b>
1.			
2.			
3.			
4.			
5.			
6.			
7.			