



## **MOUNT ALBERT GRAMMAR SCHOOL**

### **Job Description**

#### **Director of Rugby**

**Responsible to:** Headmaster through delegated authority to the Director of Sports

**Functional Relationships with:** Headmaster, SLT, Director of Sport, Rugby Academy Coaches, Rugby Coaches, Rugby Managers, Students, Auckland Rugby Operations Manager, Parents, ARFU Staff, Unitec and Universities, College Sport, Sponsors

**Hours of Work:** To be negotiated

#### **Objectives:**

To manage all rugby in the school and to increase coaching numbers, quality of coaching and player numbers.

#### **Work Hours:**

To include but not strictly limited to:

- Week days during the school term and as required at the beginning and end of each school term.
- Saturdays as required by sport code.

#### **Person Specification**

Communication/People Skills

- Efficiently and promptly convey all communication to Director of Sport
- Easily establishes rapport with people from a wide variety of backgrounds
- Effectively builds and maintains long term networks and relationships – clubs and feeder schools.

### Technical Skills, Knowledge and Experience

- A background in high-level rugby as a player, coach and/or administrator
- Experience in managing people and implementing programme.

### Teamwork

- Builds and maintains effective working relationships
- A team leader with the ability to give clear direction to others and develop school-wide sports programme.
- Shares information readily

### Work Organisation/Planning

- Self Motivated
- Excellent planner
- Able to report effectively both in written and oral form
- Work effectively and efficiently without supervision

### Key Tasks

1. To lead rugby coaches to ensure a strong foundation at all levels of rugby.
2. To hold a coaching role in the school.
3. Facilitate trials for all grades within the school.
4. Participate in ongoing professional development.
5. Oversee allocation of coaches and managers to all rugby teams.
6. Liaise with Finance Office to follow up payments of student rugby fees.
7. Oversee referees for Saturday fixtures.
8. Liaise with Auckland Rugby Union/College Sport in registering teams for school's competition and match times.
9. Keep abreast of new developments in rugby at playing and coaching level.
10. Lead coaches, referees and students in coaching and referee development.
11. Ensure all Coaches and where applicable Managers attend Rugby Smart.
12. Liaise with Sports Department in relation to results and prize givings.
13. Facilitate the set up/pack down of fields during the season.
14. Design and implement a documented strategy to recruit coaches and retain them in the school.
15. Establish and maintain links with rugby clubs.
16. Competently manage rugby resources in the schools.
17. Support current school sponsors.
18. To ensure that a player database is in place and that it is capable of tracking players' progress through the school.
19. Facilitate the delivery of NZR programmes as directed by Auckland Rugby.
20. Operate all activities within budget and report regularly (in writing at least once a term), to the Mount Albert Grammar School Board of Trustees via the Director of Sport.
21. Implement all programmes as agreed by the Headmaster.
22. Competently manage all rugby resources.

**Key Performance Indicators:**

1. Recruit coaches as needed each season – sufficient coaching organised for all teams, this may include new and/or existing coaches.
2. Links with rugby clubs are established, especially with coaches and managers.
3. The rugby resources, including fields are managed efficiently. Systems are in place to assist all coaches and managers.
4. Sponsors are supported by school rugby.
5. A player database is established/maintained.
6. NZR programmes delivered on time and effectively.
7. Budgets and reporting requirements are managed effectively. All expenditure is within budgets.
8. Professional development is provided for all coaches and the standard of all rugby at MAGS is increased.

**How performances / success will be measured:**

- To participate in annual appraisal with the Director of Sport in line with the school strategic plan.
- Produce data to evidence appraisal
- Self-appraisal of performance based on key tasks and MAGS sports success criteria.
- Provide a written report to the Headmaster and Director of Sport at the end of each term on performance against each of the KPIs and any other areas that has been asked to focus on during the term.
- Meet regularly with the Director of Sport to discuss progress against KPIs and other rugby issues relevant to the position.
- Achievement of MAGS sports success criteria
- To meet with the Director of Sport on a bi-annual basis for appraisal and target setting.

**Important Administrative Matters:**

- Provide a written programme for sport inclusive of age and skill progression plan
- Ensure the Rugby Academy students are compliant regarding Uniforms and Fees as requested by Director of Sport.
- Playing fields are respected by both Coaches and students as requested by the Director of Sport.
- You are required to be available to students, coaches and parents during the week.

**Signed:**

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**Director of Rugby****Date:**

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**Signed:**

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**Director of Sport on behalf of Mount Albert Grammar School****Date:**

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