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**MOUNT ALBERT GRAMMAR SCHOOL**

**Job Description**

**Director of Rugby**

**Responsible to**: Headmaster

Deputy Principal - HR

Deputy Principal – Sport  
Director of Sports Academies

**Functional Relationships with:** 1st XV Coach(es), MAGS Rugby Coaches, MAGS Staff, Students, ARU, Blues, MAGS Rugby community, NZRU, NZ Secondary School Sport, Auckland Rugby Clubs, Contributing Intermediate Schools

**Hours of Work:** 40 hrs per week (includes evenings and Saturdays as needed for preseason, season and traditional games)

**Person Specification**

**Essential** Significant coaching experience at school, academy, or professional level.

Minimum RFU Level 3 coaching qualification (or equivalent).

Proven leadership and team management experience.

Excellent interpersonal and communication skills.

Passion for player development and education.

Strong organisational and administrative abilities.

**Desirable** Teaching qualification and/or experience in a school setting.

Strength & Conditioning knowledge or qualifications.

Experience in girls’/women’s rugby development.

Safeguarding, first aid, and mental health awareness training.

**Key Responsibilities:**

**Strategic Leadership**

* Develop and implement, with consultation, a long-term vision and strategy for the rugby programme aligned with the school's values and goals.
* Build a culture of excellence, sportsmanship, and personal development.
* Lead and mentor a team of coaches to deliver age-appropriate, progressive training and match preparation.

**Coaching & Player Development**

* Oversee all rugby teams (boys’ and girls’, across all age groups), with direct coaching responsibilities for senior squads.
* Ensure consistent coaching philosophy and development pathways from junior to senior levels.
* Identify and nurture talent, supporting players in representative pathways (e.g. Auckland zone, regional, national level).
* Promote athlete wellbeing, resilience, and academic balance.

**Operational Management**

* Plan and manage the recruitment, trials, lesson plans and full calendar of development for both boys and girls academies.
* Plan and manage the rugby calendar, including fixtures, tours, training camps, and competitions for all teams outside of Boys 1st XV.
* Manage the rugby budget, equipment, kit, and facility needs.
* Ensure compliance with health & safety, safeguarding, and risk assessment protocols.

**Stakeholder Engagement**

* Build strong relationships with parents, alumni, professional clubs, governing bodies (e.g., ARU), contributing schools, and universities.
* Represent the school in rugby-related forums, maintaining a high-profile presence in the rugby community.
* Liaise closely with other Directors of Code and academic departments to foster interdisciplinary collaboration.

**Pastoral and Academic Integration**

* Support the holistic development of student-athletes, working in partnership with pastoral and academic staff.
* Promote values of discipline, respect, teamwork, and leadership in all aspects of school life.

**Key Tasks**

* 1. Source, recruit and appoint suitable experienced coaches and managers to each team
  2. Complete the annual rugby calendar in conjunction with the Director of Sports Academies
  3. Facilitate and oversee the off-season and strength and conditioning plan for all grades, with specific milestones for the pathway grades
  4. Facilitate and oversee the trial process and the selection of all teams. Lead the trials for the pathway teams.
  5. Comply with College Sport, ARU and other applicable sporting bodies rules.
  6. Implement the teaching of the MAGS Way values
  7. Facilitate and oversee the running of rugby student leadership programme
  8. In conjunction with the 1st XV Coach(es), oversee the use of HUDL in the rugby programme
  9. Disciplinary matters and complaints are responded to in a timely manner, and discussed with the Director of Sports Academies
  10. Liaises with the Director of Sport Facilities on field usage and allocations.
  11. Liaises with the Director of Sports Academies to ensure that everything is in order for all rugby related matters
  12. At the conclusion of the season, ensure that all end of season reviews and reports are completed for each team
  13. Promote and publicise opportunities available within the MAGS rugby programme
  14. Target specific activities to increase participation
  15. Assist with organising and promotion of rugby events
  16. Assist the Director of Sports Facilities with the storage, maintenance, issue and return of school sports equipment and uniform
  17. Assist with the set up/pack down of fields during the seasons.
  18. Establish and maintain links with the local rugby clubs and agencies.
  19. Build constructive and positive relationships with parents and the wider rugby community to ensure MAGS is an engaged as a supportive and attentive member of the wider rugby community

**Annual Specific Tasks**

**Planning & Coordination**

* Appoint suitable coaches and managers for all rugby teams prior to the start of the season.
* Collaborate with the Director of Sport Academies on preseason and annual fixtures.
  + Draft calendar submitted by mid-December.
  + Preseason programme dates confirmed by end of December.
  + Strength & conditioning programme confirmed by end of September.
  + Off-season programme confirmed by end of September.
* Set preseason/trial dates and organise preseason fixtures.
* Trials completed and teams selected by mid-April.
* Weigh-ins completed by mid-March.
* Registration completed by cut-off dates; ensure all players are eligible and authorised by College Sport.
* Meet weekly with the Director of Sport Academies to plan upcoming events.
* Facilitate and oversee preseason, traditional, regular season, and annual fixtures.

**Logistics & Operations**

* Manage support arrangements: catering, transport, cost allocations.
* Arrange preseason/off-season training for all teams.
* Notify coaches of field closures and liaise with the Director of Sports Facilities for alternatives.
* Monitor field usage for training/games.
* Ensure fields are set up at least one hour before kick-off and packed away at the end of the game/day.
* Keep rugby storage, containers, and scrum machine tidy and locked.
* Supervise and assist coaches at training.

**Communication & Promotion**

* Provide timely information to staff, students, and parents about fixtures/events.
* Publish weekly updates across media platforms.
* Ensure cancellations/transfers are communicated promptly.
* Produce and promote informative notices for MAGS rugby (including preseason activities).
* Ensure preseason activities are grade-specific and well organised.
* Parents and players are aware that the Director of Rugby is the first port of call.
* Communication re teams are to appropriate people on time.

**Culture, Values & Leadership**

* Promote and reinforce the MAGS Way values on and off the field.
* Support coaches in culture development; all teams to have a culture document in place by season start.
* Meet with players to build rugby culture.
* Implement and lead the Rugby Student Leadership Programme (mentoring of team captains).
* Ensure all students have an IPP.
* Look into establishing MAGS Rugby discussion Group.

**Performance & Player Welfare**

* Collaborate with strength & conditioning coaches for all grades.
* Manage player registrations, weigh-ins, and movement between teams.
* Manage injuries, blue card reporting, and return-to-play protocols with players, families, and coaches.
* Ensure all serious injuries are reported to the ARU on time.
* Provide position-specific workshops for all teams.
* Facilitate regular coaches’ meetings/clinics (e.g., 2 preseason, 3 in-season, 2 post-season).
* Lead video analysis training via HUDL for players/coaches of identified teams; ensure HUDL is actively used.

**Administration & Reporting**

* Ensure 1st XV team (boys and girls) submits a write-up for the Albertian.
* Prizegiving nominations submitted by end of August.
* Assist with inventory of rugby equipment and uniforms; maintain accurate records to prevent losses.
* Ensure all teams are fully equipped and registered
* Attend rugby committee meetings and disciplinary hearings.
* Take responsibility for complaints/citings and report to Director of Sport Academies and Deputy Principal.
* Administrator an end of season review for all teams feedback

**Community & Partnerships**

* Develop partnerships with local rugby clubs/organisations to access resources and facilities.
* Recruit and manage volunteers to support the school programme.
* Work and develop a relationship and programme with contributing intermediate schools.