



Mill Hill

Instilling values, inspiring minds

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Mill Hill School

Part-time Rugby Coach Candidate Information Pack



THE SCHOOL

The Mill Hill School Foundation

Educating boys and girls from aged 3–18, seeking to equip them for life, both now and in the future.

Our four schools are situated in over 150 acres of magnificent grounds on the edge of the North London Green Belt, providing a wonderful environment in which to work.

We are committed to the on-going professional development of all our teaching and support staff as well as the full induction and training of all new staff.



MAIN DUTIES AND RESPONSIBILITIES

A Mill Hill School Foundation Rugby Coach is responsible to the Chief Executive of the Mill Hill School through his/her Line Manager who is the Director of Sport of Mill Hill School, unless otherwise determined by the Chief Executive of the Mill Hill School Foundation.

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

The following duties shall be deemed to be included in the professional duties which you will be required to perform:

- > Support the aims and objectives of the Mill Hill School Foundation
- > Comply with the Mill Hill School Foundation Health and Safety Policy
- > Planning, preparing and delivering a series of rugby sessions, within timetables lessons and through the extra-curricular activity programme, for boys aged 13 – 18
- > Running or assisting to run (dependent on experience) one of the Schools teams
- > Leading training sessions and fixtures (including officiating) during the pupils mid-week and weekend programmes
- > To work with the Director of Rugby in providing a coach education programme for Mill Hill Rugby coaches
- > Provide mentoring and appraisal of all age grade coaches throughout the season
- > Promoting Mill Hill Rugby in London and surrounding area through links with partnership clubs, like London Irish and Saracens
- > Work alongside the Director of Rugby to raise the profile of the sport within the school
- > To report and, where possible, take action for any incident, fire, loss, theft, damage, unfit food or other irregularities
- > Team selection and monitoring progression of players, recording and reporting on pupils
- > Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact
- > Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are on the School premises and when they are engaged in authorised school activities elsewhere in your care
- > Participating in administrative and organisational tasks related to such duties as are described above
- > Participating in meetings arranged for any of the purposes described above
- > To carry out the above duties and responsibilities and additional duties and responsibilities if so directed by the Head of the Mill Hill School Foundation or his representative within the confines of the Mill Hill School Foundation



PERSON SPECIFICATION

Essential qualities/requisites

- > Awareness of Safeguarding and of Child Protection issues and, ideally, knowledge of Safeguarding principles and procedures;
- > High professional and personal standards
- > Outstanding knowledge of the laws of rugby and the ability to coach both forwards and backs;
- > Previous experience of teaching/coaching rugby, supported by appropriate sport related qualifications;
- > Understanding of the needs of coaches within the development environment
- > Ability to deliver an appropriate programme of rugby that is focused on the most able pupils in the school. It is anticipated that such a programme would include both "skills drills" and "game time"
- > Ability to plan sessions that coincide with the programmes of study;
- > Knowledge and understanding of current trends and techniques in coaching and playing rugby, and the ability to apply this knowledge so that all age groups can be stretched;
- > Attend and contribute to staff inset training sessions when required;

- > Ability to enthuse pupils of all ages (but particularly senior pupils) to participate in rugby; a child centred approach to coaching;
- > Ability to work as part of a team
- > Excellent communication skills, both written and verbal;
- > Ability to communicate with all pupil age groups from 13 – 18years and with the Foundation Teaching and Support Staff;
- > Effective organisational skills;
- > Flexibility and availability for mid-week and weekend training sessions and matches
- > Ability to work as part of a team

Desirable qualities/requisites

- > Previous experience of teaching in a school environment
- > Knowledge of young people and Education
- > Availability to attend tours (both national and overseas)
- > RFU Level 2 qualification;
- > UKCC Coach Educator
- > Ability to drive a minibus (D1 on driving license);
- > First Aid qualified.



HOW TO APPLY

1

If you would like to apply for this role, please download the application form from the **School website**, Our Guidance Notes for Applicants can also be found on the website.

[View Online Page](#)

2

Your application form should be completed in full and returned to **hr@millhill.org.uk** by **Monday 21st May 2018**. Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

3

Should you require any further assistance, please contact us via email **hr@millhill.org.uk**

The Mill Hill Foundation is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. As part of the selection process the successful applicant will be required to obtain a basic Disclosure & Barring Service check.

The Mill Hill Foundation is committed to Equal Opportunities and welcomes applications from all sections of the community.



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