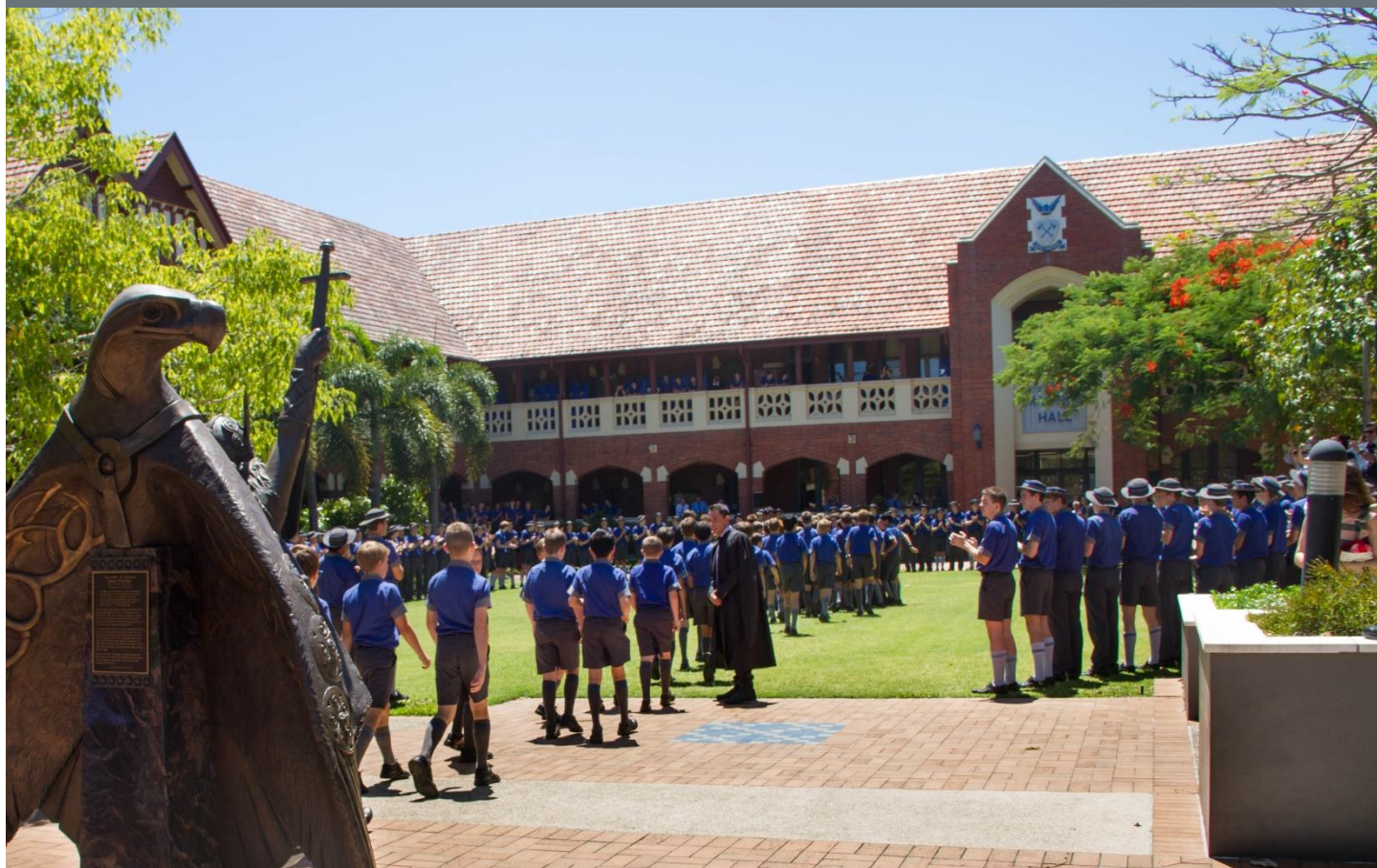


# DIRECTOR OF RUGBY POSITION DESCRIPTION



**Churchie.**

## POSITION DESCRIPTION AND SELECTION CRITERIA

<b>Position Title:</b>	Rugby Director and Teacher (Years 7-12)
<b>School / Organisational Department:</b>	Cocurricular
<b>Reports To:</b>	Head of Cocurricular
<b>Type of Employment:</b>	Full-time, five (5) year fixed-term contract
<b>Date:</b>	November 2024

### Primary Purpose of the Position

The Director of Rugby will ensure that a strategically planned and efficiently managed GPS Churchie Rugby programme for Years 5 to 12 is in operation. This will involve ensuring emerging talent squads are in place and suitably qualified coaches and coordinators are appointed to achieve this end.

The Director of Rugby will mentor and guide our Rugby coaches; design, implement and deliver an annual Rugby programme; as well as provide operational leadership specific to the Schools' sporting culture. The incumbent will provide dynamic, strategic and visionary leadership to the Churchie students offering opportunity to participate and perform in a team, inspire, lead, improve, serve and strive in the context of sports and activities.

*Please note the School reserves the right to alter this position description based on operational needs.*

### Key Accountabilities

The Rugby Director will provide effective sport team management through strategic planning, strong interpersonal communication, and sound decision-making, especially when addressing complex issues. In this role, the Director will be accountable for the following:

#### RUGBY PROGRAMME

- Establish, model, and uphold the vision and values of the Churchie Rugby Programme.
- Design and implement a comprehensive Rugby curriculum that integrates all age levels and training opportunities.
- Develop and deliver a coaching development programme for all Churchie Rugby coaches.
- Create and implement the "Churchie style of play," including coaching methodologies and training drills.

#### Building and Maintaining Positive Relationships

- Communicate effectively with external stakeholders, professional associations, and individuals at all levels, including students, parents, and colleagues.
- Exhibit professionalism in both presentation and demeanour, reflective of the seniority of the position.

- Demonstrate strong interpersonal skills—tact, diplomacy, adaptability—while maintaining relationships with all stakeholders.
- Respect confidentiality, reliability, and integrity, promoting the School positively and professionally to the broader community.

### **Events**

- Plan, schedule, and oversee a variety of events that provide students with opportunities to develop skills, teamwork, and competitive performance, while celebrating achievements.
- Coordinate and manage key events, such as recruitment, selection, fundraising, and celebration functions.
- Ensure all event dates are scheduled and confirmed for inclusion in the School and GPS calendars.
- Develop and monitor the weekly training timetable, ensuring accurate attendance tracking.
- Collaborate with the Support Group to manage and facilitate events.
- Leverage events to implement training and competition strategies, including workshops, camps, tours, and major competitions outside the GPS season.
- Attend key rugby development events and camps, providing leadership and support.

### **Communication**

- Ensure timely, effective communication of key information to the Churchie community via newsletters, assemblies, emails, meetings, and the myChurchie platform.
- Maintain accurate team lists and attendance records.
- Use communication to reinforce shared high expectations, build community, recruit students and coaches, mentor student leaders, and improve performance.
- Proactively address the needs of the Rugby community.

### **Manage Resources**

- Assemble a management team consisting of the First XV Head Coach, Coaching Developer, Age Group Lead Coaches, and others as required. Work closely with the Head Coach.
- Recruit, select, and induct team coaches, ensuring all paid and voluntary staff have the necessary qualifications, including Blue Cards and Anglican Diocese safeguarding documentation.
- Oversee staff activities and ensure coaches have opportunities for professional development and accreditation.
- Develop and maintain key programme documents, including the Coaching Development Programme and Churchie Rugby Curriculum.
- Manage facilities, equipment, and uniforms within budgetary constraints, in consultation with the Director of Sport and Activities.
- Coordinate with parent volunteers and support groups for effective programme delivery.

- Organise and conduct coaches' development sessions and ensure opportunities for coaches to share experiences during the competition season.
- Review coaching effectiveness at the end of each season and plan for future improvements.

### **Team Development**

- Foster a safe, positive, and respectful learning environment that motivates students and coaches to reach their full potential.
- Oversee the standards of conduct, dress, and performance of all rugby participants.
- Recruit and manage qualified coaches, overseeing their development and performance.
- Collaborate on the creation of activity-specific training plans and oversee their implementation.
- Supervise the emerging squad rugby programme and assign coaches to all teams.
- Ensure proper coordination of rugby activities for Year 7-9 students as part of the HPE programme, assisting in broader HPE initiatives where needed.

### **Administration**

- Administer the day-to-day operations of the rugby programme, attend support group meetings, and report to the Director of Sport and Activities.
- Provide regular reports, including Sports Plan, Season Survey, Viking Report, Annual Reports, and Budget updates.
- Oversee and liaise with the RSG awards ceremonies and end-of-season events.
- Ensure all facility bookings, transport arrangements, and logistical needs for fixtures are properly managed.
- Work closely with the School Risk and Compliance Officer to ensure the effective implementation of risk management strategies.

From time-to-time additional duties may be required by the Head of Cocurricular and/or members of the Executive Team. This includes attendance at events outside typical business hours.

### **TEACHING AND LEARNING:**

- Maintain a teaching load as agreed, delivering high-quality lessons aligned with subject syllabi and Churchie's educational programmes.
- Leverage technology to enhance teaching, assessment, and reporting.
- Fulfil all administrative duties associated with classroom teaching, including reporting and discipline management.
- Support Churchie's pastoral care framework, contributing to an inclusive learning environment.
- Participate in staffroom activities, fostering a culture of hard work, collegiality, and good humour.

## Other Information

Applicants are expected to be committed to the principles of Christian education and will comply with the School's values, code of conduct, and standards for all staff and volunteers.

### Personal Growth

- Pursue professional development opportunities both at Churchie and externally in order to keep abreast of changes in education and appropriate subject areas
- Maintain membership of appropriate professional bodies, and participate actively in their seminars, conferences and workshops.

### Spiritual Awareness

- Attend Staff Chapel services as a model for colleagues.

### Community Service

- Support Community Service initiatives at the School.

### Work, Health and Safety

- Take reasonable care to ensure personal safety and health at work and that of other persons in the workplace;
- Observe all safe working practices as directed by the supervisor and the use of personal protective equipment as and when provided;
- Churchie is an equal opportunity employer and is committed to providing a safe and healthy work environment free from discrimination, harassment or bullying;
- Smoking (inclusive of vaping under QLD legislation) is prohibited in all areas of the School campus which includes but is not limited to buildings and vehicles;
- Report ALL accidents, incidents and hazardous situations arising in the course of work.

*From time to time additional duties may be required by the supervisor, the executive or Headmaster.*

### Child Protection

All employees of Churchie are required to familiarise themselves with the Protecting Children and Young People in Anglican Education Policy. It is required they have a responsibility for the promotion and safeguarding the welfare of students with whom they come into contact with and ensure compliance with the Schools' Code of Conduct and Statement of Commitment at all times. As such all potential employees are subject to a screening process prior to appointment. During the course of carrying out their duties, if an employee becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns with the Student Protection officer immediately. All staff at Churchie are required to hold a current Working with Children Check (Blue Card) QLD; be registered with and maintain registration with the Queensland College of Teachers (QCT); or have a current and valid registration with the Australian Health

Practitioner Regulation Agency (AHPRA) prior to commencement and throughout the term of employment.

## Selection Criteria

1. Extensive knowledge and experience in rugby programme management, supported by relevant qualifications.
2. Strong organisational and time management skills with demonstrated experience in leading and developing teams.
3. Excellent communication and interpersonal skills, capable of establishing positive professional relationships with all stakeholders.
4. Current First Aid qualifications.
5. Proven ability to foster a high-performing team environment built on trust and authenticity.
6. Willingness to contribute to the spiritual, community, and cocurricular life of the School.
7. Eligibility to work in Australia, with a current Working with Children Check (Blue Card).