

## STEWART'S MELVILLE COLLEGE



### ASSISTANT HEAD OF RUGBY

Stewart's Melville College is seeking to appoint a permanent, full-time Assistant Head of Rugby to join the school from 22 August 2022. ESMS staff are passionate, pioneering and strive for excellence in everything they do. We value the incredible contributions they make to school life, we invest in their careers and we support their ambitions so that they flourish professionally and personally.

Staff are offered a range of benefits including: a generous holiday allowance, enhanced sick pay, family friendly policies, use of the Schools' swimming pool and fitness room outside school hours, membership of the ESMS Discount and Benefits Scheme, including a range of discounts at 130,000 retail and entertainment locations. Staff with children at the Erskine Stewart's Melville Schools are entitled to a tuition fee discount of 50% (pro-rata) from Nursery to Sixth Form.

This is a permanent, full-time position for 36.25 hours per week. Weekly hours may be variable depending on coaching/games sessions but are generally within normal school operating hours (Monday to Friday, 8.30am to 4.30pm, and Saturday 9.30am-12.00pm). Flexibility may on occasion be required due to the nature of the role (start and end times of sessions may vary). The postholder will be required to attend games and fixtures (at home and away) on Saturday mornings.

The salary range is £29,571 to £32,754 per annum (ESMS Support Staff H Scale), and appointment will be dependent upon relevant experience.

**The closing date for applications is 12pm on Wednesday 1 June 2022. Interviews will likely be held week beginning 13 June 2022.**

#### THE POST

##### **BASIC FUNCTION**

The Assistant Head of Rugby will support the Head of Rugby with the administration of the rugby programme at Stewart's Melville College (SMC), contribute to the coaching of games across SMC and the ESMS Junior School, and be responsible for the organisation of the rugby camps across the year.

##### **ACCOUNTABILITY**

The Assistant Head of Rugby reports to the Head of Rugby at SMC, and through them to the Head of Physical Education and Sport.

## RELATIONSHIPS

The Assistant Head of Rugby will work closely with the Head of Rugby at SMC and the Business Development Manager.

## RESPONSIBILITIES

### Deliver Rugby Activities (50%)

- Involved in rugby coaching throughout the week (Monday to Saturday, including coach one of the SMC 'A' sides)
- Delivery of strength and conditioning sessions (mornings and lunchtimes)
- Delivery of Junior School and Senior School skills sessions
- Lead Individual Development Plan process for following year's UI6 & 1st XV Squads in Summer Term
- Scottish Rugby Union (SRU) Player Registration on SCRUMS.

### Development Activities (25%)

- Provide 1-1 Provision for S6 1st XV players in free periods via specialist skills, strength and conditioning, recovery, or analysis on an individual basis
- Provision of video analysis to designated individuals and teams
- Responsible for Performance Analysis Education for U13-U15 Teams
- Organise and promote Summer Camps
- Assist Head of Rugby with Tour Organisation
- Act as school link with Stewart's Melville Former Pupils (SMFP) club and North Edinburgh Vikings
- Liaise with Junior School Head of Sport regarding strength and conditioning provision in Junior School Rugby.

### Summer Games Programme (10%)

- Coach within the Summer Games programme, including planning and leading sessions for Senior and Junior School pupils including Saturday morning practices and fixtures.

### General (15%)

- Organising and running various rugby camps throughout the year, including during the school holidays
- Support the Head of Rugby with the administration of the rugby programme at SMC
- Maintain and upkeep equipment at Inverleith
- The postholder may on occasion be required to drive the ESMS minibus to travel to fixtures.

## EXPERIENCE, SKILLS AND QUALIFICATIONS

	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Good knowledge and understanding of the game</li><li>• A dynamic coach, able to deliver exceptional development</li></ul>	<ul style="list-style-type: none"><li>• Experience of working within a school environment</li></ul>

	opportunities to all ages and abilities	
<b>Skills/Abilities/Competencies</b>	<ul style="list-style-type: none"> <li>• Demonstrable rugby coaching experience</li> <li>• UKCC Level 3/Aspiring Coaching (or equivalent) or working towards</li> <li>• Proficient in the use of Microsoft Office and computer literate</li> </ul>	<ul style="list-style-type: none"> <li>• Physical Education Teaching Qualification</li> <li>• Specialist in forwards play</li> <li>• A strength and conditioning qualification</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• A positive attitude and solutions focused approach to their work</li> <li>• A forward-thinking coach who understands a games-based and constraint led coaching approach</li> <li>• Excellent communication skills, orally and in writing</li> <li>• Interpersonal skills and able to relate to children</li> <li>• Self-motivated and able to work independently and as part of a team</li> <li>• Excellent organisations skills, attention to detail and time keeping</li> </ul>	<ul style="list-style-type: none"> <li>• Full, clean driving license as the postholder may on occasion be required to drive a minibus to travel to fixtures</li> </ul>

## REMUNERATION AND OTHER CONSIDERATIONS

As an equal opportunities employer, ESMS is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join ESMS.

### Position

This is a full time, permanent position for 36.25 hours per week commencing on 22 August 2022. Weekly hours may be variable depending on coaching/games sessions but are generally within normal school operating hours (Monday to Friday, 8.30am to 4.30pm, and Saturday 9.30am-12.00pm). Flexibility may on occasion be required due to the nature of the role (start and end times of sessions may vary). The postholder will be required to attend games and fixtures (at home and away) on Saturday mornings.

### Holiday

Full annual holiday entitlement is 30 days annual holiday leave plus 10 days statutory holiday at Christmas and Easter, when the

Schools are closed. The Schools' holiday year runs from January to December.

- Salary** The salary range is £29,571 to £32,754 per annum (ESMS Support Staff H Scale), and appointment will be dependent upon relevant experience. Salaries are reviewed annually on 1 April.
- Right to Work** ESMS is unable to sponsor the employment of international workers in this role. International applicants will therefore be unable to apply for and secure a Skilled Worker visa. The successful candidate will only be able to take up this role if they can demonstrate an alternative right work in the UK.
- Pension** The successful candidate will be enrolled automatically into the Merchant Company Stakeholder Pension Scheme.
- Staff Benefits** Staff are offered a range of benefits including: free school lunch during term time (in return for supervisory duties), use of the Schools' swimming pool and fitness room outside school hours and membership of the ESMS Discount and Benefits Scheme, including a range of discounts at 130,000 retail and entertainment locations. All staff with children at the Erskine Stewart's Melville Schools are entitled to a tuition fee discount of 50% (pro-rata) from Nursery to Sixth Form.

ESMS reserves the right to withdraw this position at any time.

## **APPLICATION PROCEDURE**

Applicants must complete the Support Staff application form and Equal Opportunities Monitoring form to be considered for this position. Please note CVs and cover letters will not be accepted.

Please submit both forms to [recruitment@esms.org.uk](mailto:recruitment@esms.org.uk) before the closing date.

Any enquiries should be directed to Laura McMurray at [recruitment@esms.org.uk](mailto:recruitment@esms.org.uk) or by phone on 0131 347 5867.

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