



ERSKINE STEWART'S MELVILLE SCHOOLS

JOB TITLE	<ul style="list-style-type: none"> Cricket Coordinator
DEPARTMENT	<ul style="list-style-type: none"> PE & Sports
REPORTS TO	<ul style="list-style-type: none"> Head of Senior School Sport

ROLE DETAILS	
PURPOSE OF THE ROLE	<ul style="list-style-type: none"> The Cricket Coordinator will be responsible for planning, organising, and overseeing extra-curricular Cricket. They will also assist the Hockey Coordinator and Senior School Sports Coordinator in the winter and spring terms. This role involves coordinating fixtures, staffing clubs and matches and communication with pupils, staff and parents. The Cricket Coordinator will coach in the extra-curricular Cricket programme.
ACCOUNTABILITY	<ul style="list-style-type: none"> Accountable to the Head of Senior School Sport.
AUTHORITY	<ul style="list-style-type: none"> As delegated Will have line management responsibility for Sports Coaches as directed by the Head of Senior School Sport.
RELATIONSHIPS	<ul style="list-style-type: none"> The Cricket Coordinator works closely with colleagues to ensure that the extra-curricular programme is managed effectively. They work in collaboration with the Head of Senior School Sport, Head of Junior School PE and Sport and the Junior School Sports Coordinator.
BUDGET RESPONSIBILITY	<ul style="list-style-type: none"> N/A

DUTIES AND RESPONSIBILITIES	KEY
	<p>Organisation</p> <ul style="list-style-type: none"> The Cricket Coordinator will organise fixtures, tournaments and events for ESM Cricket. Attend to Scottish Cricket Player Registration Lead on the organisation of cricket tours They will assist the Hockey Coordinator and the Senior School Sports Coordinator during the winter and spring terms. They will work closely with the Hockey, Rugby, Football, Senior and Junior Sports Coordinators to ensure clear planning and strategy for sport. Work closely with the Junior School Sports Coordinator to ensure a smooth transition between key stages and an efficient management of resources Ensure coaches, officials, facilities, transport, catering are in place for matches and training sessions Involvement in the organisation and delivery of school Cricket camps, working with the ESM Commercial Team and General Manager of the Sports Centre Work with the PE and Sports Administrator on all tasks relating to Cricket, including ensuring SOCS is accurate.

	<ul style="list-style-type: none"> • Assist the Head of Senior School Sport to induct and quality assure Sports Coaches. • Assist in the innovation, monitoring, and evaluation of coaching practice. • Promote sport through creative use of social media • Responsible for good health and safety practice in the department through compliance with ESM's health and safety, and fire policies, procedures and guidelines <p>Coaching</p> <ul style="list-style-type: none"> • Involved in Cricket coaching throughout the week (Monday to Saturday, including coaching at least one of the ESM 'A' sides) • Delivery of Junior School and Senior School indoor and skills sessions, including winter nets • Contribute to Development Plan process for ESM Cricket • Delivery of strength and conditioning sessions • Provision of video analysis to designated individuals and teams • Delivery of coaching camps during the school holidays <p>Vision and Values</p> <ul style="list-style-type: none"> • Promotion of ESMS values of Kindness, Confidence, Resilience, Integrity, and Curiosity in all aspects of the role. • Promotion of role modelling behaviours that align with the three school pillars of Ambition, Innovation, and Community. • Fostering an environment that supports the development of these values among students and staff. <p>Working with Others</p> <ul style="list-style-type: none"> • Compliance with all ESMS policies and procedures • Treating people fairly, with dignity and respect to maintain a positive school culture • Ensure effective planning, delegation and support of responsibilities • Developing a culture of high expectations for all and taking action when performance does not live up to these • Taking responsibility for personal development, both personally and of team members. <p>Community</p> <ul style="list-style-type: none"> • Positive relationships with pupils, parents and the wider ESMS community • Communicating clearly with parents and carers to engender a climate of mutual respect • Working in collaboration with other independent schools to promote effective initiatives and share good practice.
CO AND EXTRA CURRICULAR ACTIVITIES	<p>The post holder is expected to:</p> <ul style="list-style-type: none"> • Play a full and active part in the extra-curricular life of the school, coaching Cricket and one summer term sport • Attend school events as appropriate

PERSON SPECIFICATION		
	Essential Criteria	Desirable Criteria
Experience	<ul style="list-style-type: none"> • Organisation of Cricket • Coaching of winter and spring sports e.g. rugby, hockey, netball, basketball 	<ul style="list-style-type: none"> • Organisation of school sport • Willingness to develop coaching experience
Education/Qualifications	<ul style="list-style-type: none"> • Qualification in Cricket or relevant subject area 	<ul style="list-style-type: none"> • Relevant coaching qualifications
Skills/ Abilities/ Capabilities	<ul style="list-style-type: none"> • Proven ability to plan and deliver engaging Cricket sessions to pupils of varying ages and abilities. • Strong organisational, communication, and administrative skills. • Capability to support and mentor members of the extra-curricular sports programme, aiding in the development of their coaching skills. • Ability to work collaboratively with current and prospective stakeholders to enhance the sports provision at SMC and MES. • Ability to officiate Cricket and at least one other sport is desirable. • Excellent communication (orally and in writing) and analytical skills, with a commitment to delivering excellent sports provision • Ability to multi-task and prioritise own workload • Strong attention to detail 	
Personal Attributes	<ul style="list-style-type: none"> • High professional and personal standards, and a commitment to the values of the School • Independent, self-motivated and organised • An ability to work as part of a team • Positive, confident personality and an enthusiasm for, and enjoyment of, children's company • Approachable and trustworthy • A desire and capacity to go above and beyond 	<ul style="list-style-type: none"> • Strong problem-solving skills