Dollar Academy

Job Description

Job Title:	**Head of Rugby**
Employer:	Dollar Academy
Job Summary:	Reporting to the Director of Sport, the Head of Rugby will lead the development and delivery of an ambitious, inclusive rugby programme for pupils aged 8–18. The postholder will build on Dollar's rugby traditions and give every generation of players and coaches a shared responsibility to leave the jersey in a better place for those who follow. The Head of Rugby will establish a clear coaching and playing philosophy across the Academy, develop and support coaches, and help every pupil enjoy the game and fulfil their potential. They will set high standards for how our teams train, play and represent Dollar, and create a culture in which pupils take responsibility, look after their teammates and give back to the programme as they progress through the school.
Key Duties and Responsibilities:	**Strategy and Programme Development** • Work with the Director of Sport to develop, implement and review a whole-school rugby development plan covering participation, performance, coaching, facilities and resources. • Provide a clear vision and coherent, progressive rugby programme from the Junior School through to senior teams to be presented to senior leaders, staff and parents • Develop and embed a consistent coaching and playing philosophy across age groups, encompassing technical, tactical, physical and mental development. • Develop and foster a strong, positive and inclusive rugby culture across all age groups, built on shared values, mutual respect, commitment, discipline, teamwork and pride in representing Dollar Academy. • Establish a clear set of rugby values, standards and expectations that are consistently understood and upheld by all players and coaches. • Balance opportunities for inclusive participation with a commitment to high performance, enjoyment and sportsmanship. • Maintain and enhance Dollar Academy's reputation within Scottish school rugby and beyond. • Identify opportunities to improve coaching provision, facilities, partnerships, and player pathways in collaboration with the Director of Sport. • Promote appropriate use of video analysis, technology, and innovative coaching practices. • Contribute to rugby development within the wider sporting curriculum and co-curricular programme. **Leadership and Coaching** • Lead the coaching, preparation and performance of the 1st XV while maintaining visible leadership across the entire rugby programme. • Lead, coordinate, mentor, and support rugby coaches across all age groups, maintaining high standards. • Support the Director of Sport with coach recruitment, induction and professional development.

- Plan and oversee pre-season, in-season and appropriate off-season coaching and training.
- Build a positive, collaborative coaching culture based on respect, accountability, and continuous improvement.
- Keep coaching knowledge and qualifications current through relevant professional development.
- Work with the Athletic Development Lead to support physical preparation, conditioning, and player welfare.
- Where appropriate to the successful candidate's qualifications and agreed role, contribute to the curricular games programme

Player Development

- Oversee development opportunities for rugby players of all abilities throughout the Academy.
- With the Director of Sport, establish and monitor clear development pathways from junior to senior rugby and beyond.
- Identify and nurture aspirational players and support progression to club, regional, national, or other appropriate performance pathways.
- Collaborate with the Athletic Development Lead and relevant external bodies to support holistic player development.
- Use age-appropriate coaching, feedback, and performance analysis to monitor progress.
- Foster confidence, resilience, leadership, teamwork, and a lasting enjoyment of rugby.
- Promote exemplary sportsmanship, discipline, respect, and conduct on and off the pitch.
- Ensure player welfare, safeguarding, concussion awareness, and appropriate injury-management procedures to inform all rugby activity.

Communication and Organisation

- Maintain effective communication with the Director of Sport, coaches, pupils, parents, and the wider school community; promptly escalate significant concerns to the Director of Sport.
- Manage and coordinate fixtures for all age groups in accordance with the Academy's fixture policy, including calendar arrangements and communication with other schools.
- Publish clear weekly training schedules, fixture details, and logistical information.
- Coordinate match-day arrangements including transport, catering, facilities and ground staff; communicate changes or cancellation promptly.
- Organise pre-season training, lunchtime rugby activities, and other appropriate development opportunities.
- Take responsibility for the planning, organisation, promotion, and delivery of Dollar Academy's summer rugby camps, including staffing, programme content, facilities, resources, safeguarding, health, and safety.
- Plan and organise domestic and international rugby tours with support from the Director of Sport.
- Manage the agreed rugby kit and equipment budget and contribute to wider programme budget planning and review.
- Ensure fixture information, results, reports, and programme updates are supplied promptly for school communication channels and the website.
- Provide rugby news and achievements to the Director of Sport for school communications and social media.

	• Represent the Academy at relevant regional, national and fixture-planning meetings and maintain constructive external relationships. • Support the Director of Sport in organising end-of-season celebrations and recognition events. **Miscellaneous** • Participate in training and development as required • Responsible for promoting and safeguarding the welfare of any children or young person during employment at Dollar Academy • Undertake any duties commensurate with grade

Person Specification

Knowledge and Experience	• Significant rugby coaching experience and a strong technical and tactical understanding of the modern game. • Experience developing school-age players across a range of abilities and stages of development. • Ability to lead, motivate and develop coaches and deliver a coherent player development pathway. • Understanding effective coaching practice, safeguarding, player welfare, and rugby's physical demands. • Strong organisational, administrative and communication skills, including fixture and resource management. • Relevant coaching qualifications and commitment to maintaining current knowledge and professional development. Desirable • Experience coaching at senior school, club, academy, regional or national representative level. • Experience supporting elite or aspirational players in performance pathways. • Experience of strategic programme leadership and knowledge of the Scottish school's rugby landscape. • Experience with video analysis, rugby tours, camps, or major sporting events. • A recognised teaching qualification and school curriculum experience, or substantial specialist rugby leadership experience. • Relevant first aid and safeguarding training.
Skills and Attributes	• Inspirational, energetic leadership and the ability to establish ambitious standards and a shared sense of purpose. • Genuine passion for rugby and the development, enjoyment, and wellbeing of young people. • Excellent interpersonal skills and collaborative, approachable working style. • Professionalism, integrity, sound judgement, and exemplary conduct. • Ambition, initiative, adaptability, and resilience in a busy school environment. • Strong organisation, reliability and commitment to the wider life and values of Dollar Academy.