



George Heriot's School

Founded 1628

**APPOINTMENT OF
HEAD OF RUGBY**



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George Heriot's School is seeking to appoint a suitably-qualified Head of Rugby.

Heriot's is one of Scotland's foremost schools, steeped in history and tradition. Dating back over 350 years, the School has an enviable reputation for its high academic standards, supportive pastoral care and its extra-curricular life.

It is a place where children flourish and are happy. Attractively located in its own grounds in the centre of Edinburgh, the School is a mixture of original and new buildings including the outstanding Centre for Sport and Exercise, which opened in 2012.

This pack outlines further details about the School, the opportunity and the role. It also includes details of how to apply and the terms of the appointment.

For further information about the School, please visit our website at www.george-heriots.com



**George
Heriot's
School**
Founded 1628

Dear Applicant,

I am delighted that you are considering making an application for the role of Head of Rugby at George Heriot's School.

George Heriot's School is in a very strong position. The School is highly regarded on an academic basis, with the performance of our pupils in national examinations consistently at the very highest levels in Scotland. The School roll is full and we have strong demand and competition for places at all key entry points. There is a strong sense of community at Heriot's amongst our pupils and staff, parents and former pupils. The Governors are proud to uphold George Heriot's legacy by providing supported education for the sons and daughters of widows and widowers.

As a key appointment to our sports & extra-curricular team, the Head of Rugby is responsible for managing all rugby related activity in conjunction with the PE team. The Head of Rugby reports directly to the Director of PE and Sport and will work closely with them to provide a full rugby programme across the Junior & Senior Schools

Thank you for your interest; we look forward to reading your application.

With best wishes

Gareth Warren

Principal

Our Heritage

In 1624 George Heriot, jeweller and banker to King James VI and I, left his fortune in Trust to provide for a hospital for the 'maintenance, relief, bringing up and education of pure fatherless bairnes friemens sones of the Towne of Edinburgh'.

The Main Building was constructed during the period from 1628 to 1650 and the School admitted its first pupils in 1659, providing residential education initially to 30 boys, growing to around 300. In 1886 it became a fee paying day school for over 1000 pupils, admitted girls for the first time in 1979, becoming fully independent shortly thereafter.

Throughout this period it provided free education for 'fatherless bairnes' and today the Foundation - which now also supports the children of widowers - continues to be at the very core of the School.

George Heriot's Trust is one of Scotland's oldest charities and the philanthropic ethos of its founder is reflected in many of the activities within the School. Heriot's was one of the first independent schools to be successfully reviewed by the Office of the Scottish Charity Regulator (OSCR).



Our School

Heriot's has long been regarded as one of Scotland's leading schools. Today the School flourishes as an independent co-educational day school catering for 1677 pupils from Nursery to Sixth Year, aged 4 to 18. Our emphasis is on developing each child's potential in a happy, caring and stimulating environment.

Heriot's has a distinctive whole school character with Junior and Senior Schools situated on one campus and dynamic interaction between the two. Heriot's Junior School and Senior School are highly successful primary and secondary schools in

their own right, each led by its own Head of School (Headteacher), and they provide a pro-active, innovative approach to education for their respective age groups. At the same time, each is enriched by its close relationship with the other and the many ways in which they share the purposes, ethos and activities of Heriot's as a whole. Above all, this gives Heriot's a family atmosphere and strong sense of community.

The Junior School comprises around 618 pupils. There is Wrap Around Care provision 50 weeks of the year for Junior School children, after school in term time and for full days during holiday periods.

The Senior School comprises around 1059 pupils. There are 18 subject teaching Departments. Of these, a number provide specialist subject teaching in the Middle and Upper Primary sections of the Junior School, while the Music and Physical Education Departments, together with Support for Learning, serve the whole school.

Demand for places is high at every intake point and the School is full.

“A progressive and modern school and teaching ethos, balanced with tradition”

Current Parent



The Foundation

The Foundation is the charitable core of Heriot's and makes the School unique. Currently, 54 members of the pupil body at Heriot's are Foundationers – children from Edinburgh or the surrounding regions who have been bereaved of a parent. They receive fee support and enhanced pastoral care throughout their time in school. Foundation places are means tested to ensure we support families in substantial financial need. The Foundation costs Heriot's over £850,000 every year to fund and nearly all of that is funded out of school fee income. As part of the Strategic Plan the Trust is committed to building a financial bedrock for the Foundation.

In November 2015, Heriot's launched Foundation400 - our first major fundraising campaign - to secure the future of the Foundation. The ambition of the Foundation400 Campaign is to raise £15 million to endow the Foundation before the School's 400th Anniversary in 2059. This will secure the Foundation in perpetuity and allow all fee income to be invested in the School.

“A school that is approachable,
not elitist”

Former Parent

In addition to pupils being educated through the Foundation, we currently have 60 pupils supported by bursaries from George Heriot's Trust – in total, 7% of the School roll. We also provide a small number of merit-based Academic and Expressive Arts Scholarships to new and existing pupils in the Senior School.



Our Pupils

At Heriot's we have high expectations of our young people – we want them to work hard, look smart, be polite to everyone and care about each other. Our School values are 'work hard, be kind, be yourself'. We take pride in our reputation throughout the city, and our parents do too. Outside the classroom our enthusiastic team of staff offers over a hundred activities so every child can find a place to flourish, a team to join and another friendship group. We like our trophies - regional, national and international - but the main thing is about taking part and being happy. We are proud of our exam results, of every child's achievement. Right from the start, our children are encouraged to read

widely, discuss ideas and think for themselves, the real basis of confidence and scholarship. Participation is at the heart of everything we do; our range of sports, musical activities and drama events, are unparalleled and the success and excellence of our teams and individuals are a constant source of pleasure. Our young people leave school ready for the next stage of their lives –confident but not conceited; socially aware; and ready to study and to work. They love their School.

We are not complacent and the culture of pro-active continuous improvement is an important part of George Heriot's.





Management & Governance

The Principal of the School has overall responsibility for the day-to-day running of the School and its operation. The Principal is supported by a Senior Management Team (SMT), which includes the Heads and Deputy Heads of the Senior and Junior Schools, and the Directors of External Relations, Information Technology, Human Resources and Estates. Based on the School's Strategic Plan, the SMT prepares and regularly monitors an annual Whole School Improvement Plan, which details priorities to be delivered during the year.

The Board of Governors of George Heriot's Trust has responsibility for the implementation of the charitable purposes - that is the provision of the Foundation and the establishment and operation of the School. The Board sets and reviews the overall strategic direction for Heriot's and provides both support and challenge to the Principal and SMT, to ensure that the strategic objectives are met. The Board has key responsibilities in ensuring sound financial governance and compliance with all necessary legal and regulatory requirements, including those of the Office of the Scottish Charity Regulator.

As a registered charity, Heriot's operates under a constitution, which was extensively revised in 2017. The George Heriot's Trust Scheme 2017 (known as the Trust Orders) is supplemented by detailed regulations that specify the organisational structure and processes of the Board and its subsidiary committees.

Governors are proposed by a Nominations Committee and appointed by the Board. The Board strives to have wide representation with members having areas of expertise that are relevant to the governance of this high achieving and historically important school. Current areas of expertise include education, finance, business, human resources, development, languages, medicine, information technology and commercial property. Governors serve terms of three years, with a maximum of three consecutive terms. The Chair and Vice-Chair are appointed by the Board to serve 3-year terms and are eligible for re-appointment to serve a maximum of three terms in the role.

The Role

Rugby at George Heriot's School

We currently offer rugby through the P5 - S6 Games and Extra-curricular programmes. We play regular matches across all year groups. We enter the Scottish Cup at U16 & U18 levels, compete in the Boys' National 2 East Schools SRU Conference as well as friendly fixtures and the Sevens series. A small cohort of girls play rugby. Currently Junior School teams train weekly, and Senior School teams twice weekly. The coaching team is made of PE staff, a small number of Junior and Senior School class teachers and rugby coaches. Part of the role is to provide support and to development opportunities for the coaching team.

We support the Senior School rugby programme with pre and post school Strength & Conditioning provision as well as video analysis.

Purpose

The Head of Rugby is responsible for managing all rugby related activity in conjunction with the PE team as well as coaching and managing the competitive teams and arranging trips and fixtures throughout the season. The post holder is required to perform a range of duties related to the planning and coaching of curricular and extra-curricular rugby activities, this includes training, conditioning, and performance of rugby activity at Heriot's. You will lead the team of Rugby coaches and develop a coaching programme, training sessions and a structure to ensure continued participation and uptake of rugby at the school.

The successful candidate will also maintain close links with Junior and Senior School as well as being the main contact for parents, the SRU and other governing bodies.



Duties and Responsibilities

- To co-ordinate, develop and oversee rugby for all pupils and teams at George Heriot's School
- To maintain participation levels and drive rugby performance
- To develop a rugby timetable and a plan, in conjunction with the overall school sports plan
- Assume responsibility for team selection, fixtures and tournament entries across the school
- To lead and participate in coaching sessions for extracurricular training and provide structured training for rugby across the school
- Work with the Strength and Conditioning Coach to ensure that the conditioning and training programme supports the rugby programme
- Manage the team of rugby coaches and identify any coaching development requirements
- Plan, timetable and provide coaching support for non-specialist rugby staff
- Work with the wider PE team and school staff to co-ordinate fixtures for all school sides, which may include arranging transport, parent permission and other match related administrative duties as required
- Manage the rugby budget and purchasing of equipment
- Build and develop online coaching resources for all rugby staff
- Be the main contact for rugby at George Heriot's School and liaise with SRU and all other governing bodies and parents as appropriate
- In conjunction with the Director of PE & Sport, lead and organise all rugby trips.

Person specification

In addition to having proven experience in a similar role and holding a formal Rugby coaching qualification (to the equivalent of UKCC Level 2), you will need:

- Excellent knowledge of rugby & experience of participation in and coaching of rugby at all levels
- An enthusiastic and inclusive approach to coaching rugby with the ability to cater to pupils of various levels and abilities and motivating all to take part
- Ability to advise and, where appropriate, lead Teaching staff in the coaching of rugby
- Proven experience of performance analysis and creation of personal training programmes and strong knowledge of strength and conditioning for all pupils up to the age of 18 years
- Excellent communication skills with the confidence and ability to give clear instructions to both coaches and pupils
- Expected to work flexibly under minimal supervision and as part of the wider PE team
- Reliable and punctual
- Highly organised with attention to detail.



Terms of appointment

The successful candidate will receive an appropriate and competitive remuneration package to reflect the standing of the role. This includes the following benefits;

- Enhanced holiday allowance (37 days minimum)
- Generous pension scheme (up to 11% employer contribution)
- Family friendly policies (including Personal Emergency Leave Days)
- Annual review and opportunities for training and continued professional development
- School Fee Remission (non-contractual benefit)
- Employee Assistance programme, including 24/7 counselling helpline and high street, supermarket and general retail discounts
- Opportunities for involvement in the wider school community

Heriot's is an Equal Opportunities employer and we welcome applications from all sections of the community.

We are committed to safeguarding the welfare of children and the appointment will be subject to membership of the PVG Scheme.

The appointment will also be subject to satisfactory references.





How to apply

George Heriot's School uses *School Talent* to manage their recruitment.

Please visit www.george-heriots.com and search vacancies.

If you have any questions regarding the submission of your application, or for an informal chat, please email HR@george-heriots.com

Thank you for your interest



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Heriot's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

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George Heriot's School is governed by George Heriot's Trust, Scottish Charity number SC011463