

# Role Description



## Head of Rugby

DEPARTMENT/FACULTY	Co-Curricular
REPORTS TO	Director of Co-curricular via the Head of Sport
LOCATION	Senior Campus & Regis Campus
TYPE OF EMPLOYMENT	This is an ongoing, full-time position and the successful applicant will be required to work 38 hours per week, Monday to Saturday.
INDUSTRIAL INSTRUMENT	Independent Schools (Teachers) Cooperative Multi-Enterprise Agreement 2025 or Independent Schools NSW (Professional & Operational Staff) Cooperative Multi-Enterprise Agreement 2025
CLASSIFICATION STEP	Step 2.4 – 2.5

Saint Ignatius' College Riverview (the College) is a Catholic, Jesuit boarding school for boys from Year 5 to Year 12. Situated on the beautiful Lane Cove River in Sydney NSW, it has an enrolment of over 1600 students. The College is conducted by the Society of Jesus and is part of a worldwide network of Jesuit schools and universities.

Established in 1880, the College is committed to an education for each student that proposes Christ as the model for human life by promoting the spiritual, academic, social, physical and experiential growth of its students.

The educational program at the College is dedicated to the holistic formation of the human person and does so through the pursuit of 'human excellence'. We seek to form, in companionship with parents, young men who are competent, committed, compassionate and with a developed conscience. We seek to form young men who are for and with others.

### ROLE PURPOSE

The Head of Rugby is responsible for the strategic leadership, development, and management of the school's rugby program across all age groups (Years 5-12). This includes fostering a high-performance culture, promoting participation and enjoyment, ensuring alignment with the school's values, and maintaining excellence in coaching, player and coach development, and competition outcomes.

This role requires a visionary and experienced leader who can design and implement a long-term plan for rugby that aligns with the school's educational philosophy and the standards of the AAGPS sporting tradition. The Head of Rugby will drive excellence across all levels — from grassroots participation to elite performance — ensuring a sustainable, values-driven program that contributes meaningfully to the character and culture of the school.

This role will also be expected to participate in other elements of the College life during the off-season, including but not limited to, assisting with Co-curricular activities and events, mentoring and outdoor education camps e.g. Year 9 Challenge.

### ROLE RESPONSIBILITIES

#### Program Leadership & Strategy

- Develop and implement a vision for the rugby program from Years 5 to 12, ensuring age-appropriate development and strong transitions between stages, while aligning to the mission and ethos of the College.
- Foster a culture of excellence, sportsmanship, and holistic student development.
- Develop and execute a comprehensive strategic plan for rugby at the school, incorporating talent development, coaching excellence, and competitive success.
- Align the rugby program with the school's educational, pastoral and co-curricular philosophy and priorities.

- Set short, medium, and long-term goals for the program and lead regular reviews of progress and performance of the program.
- Lead initiatives that promote player welfare, wellbeing, leadership development, and character education through rugby.
- Monitor and evaluate program effectiveness through data, feedback, and performance indicators.

### Coaching & Player Development

- Design and oversee age-appropriate player development frameworks, including skills, fitness, and tactical understanding across Years 5-12.
- Ensure the implementation of safe and effective training methods aligned with best practice in rugby and youth sport development.
- Establish and uphold a coaching framework based on evidence-informed best practice in youth rugby and high-performance sport.
- Develop clear player pathways, including opportunities for elite progression (e.g. GPS representative teams, state or national squads).
- Coordinate and facilitate coaching camps as required.
- Ensure that appropriate supervision is provided at all times during trainings and to arrange supervision in the event of a coach being unavailable.
- Monitor the behaviour of each student in the sport/activity and exercise disciplinary procedures in liaison with the Head of Sport as required.
- Keep the Head of Sport apprised on specific issues of concern related to individual students, especially related to patterns of behaviour.
- Be well informed of additional student needs and health issues.
- Attend matches, inter-school competitions, GPS Carnivals, and events.

### Competition & Performance

- Develop and implement a clear and transparent player selection policy and process.
- Oversee team selection processes to ensure fairness, transparency, and alignment with performance goals.
- Collaborate with the First XV coaches and support elite pathways for talented players, including GPS competition, representative honours, and post-school opportunities.
- Monitor and report all match results weekly for all teams to the Head of Sport.

### Staff Management & Leadership

- Recruit a team of qualified coaches to deliver consistent and professional training across all age groups.
- Lead and mentor coaches at all levels; provide ongoing professional development and constructive performance feedback.
- Create a collaborative coaching environment that promotes innovation, accountability, and continuous improvement.
- Support coaches at games and training sessions by being present and available to assist and guide them.

### Administration and Compliance

- Monitor injury reports and work with the Return to Play Coordinator regarding student injuries and safe return to sport.
- Oversee all logistical aspects of the rugby program including preseason planning, training schedules, fixtures, equipment, uniforms, travel and medical support.
- Ensure compliance with school policies, risk management/injury/concussion management protocols, and relevant sporting bodies (e.g. Rugby Australia, GPS Rugby).
- Collaborate with the Co-curricular department to manage budgetary planning, resource allocation, and reporting.
- Manage and monitor the Rugby financial budget ethically and responsibly.
- Write a weekly co-curriculum newsletter report, commenting on team performance and individual's achievements following the appropriate guidelines.
- Maintain an appropriate and up to date Rugby Program page in the College Intranet.
- Organise and plan the College's participation in international rugby tours occurring on a 3-year rotational basis
- Work in collaboration with the Sportsmaster and Head of Co-curriculum to coordinate recruitment of new coaches, including interviewing and reference checking.
- Work in collaboration with the People & Engagement Partner on employment and staff onboarding processes.

- Work in collaboration with the Risk and Compliance team in making sure that all coaches are fully compliant within 4 weeks of starting employment and then ongoing.
- Work in collaboration with the Regis PDHPE Teacher to coordinate coaches for the Regis sports program.
- Induct new coaches and provide opportunities for their up-skilling and attainment of coaching qualifications.
- Maintain a database of qualifications (via Rugby Explorer) for all coaches and ensure every coach is Smart Rugby compliant as per Rugby Australian requirements.
- Meet regularly with a team of Age Group Coordinators/coaches to ensure the smooth running of practice sessions.
- Promote the Rugby Program to students, staff and parents.
- Take initiative in phoning, writing or contacting parents where and when necessary and respond quickly and appropriately to parents' enquiries.
- Build relationships with parents through interactions at sport and College functions.
- Organise and manage rugby functions, including but not limited to, senior GPS jersey blessing ceremony/GPS after match functions
- Coach and manage GPS representative teams as requested.

### Community & Stakeholder Engagement

- Cultivate strong relationships with students, parents, staff, alumni, and the broader College community to support the Rugby program.
- Represent the school at GPS subcommittee meetings and external sporting forums.
- Build connections with clubs, academies, and professional organisations to enhance opportunities for students and raise the profile of the College.

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### SELECTION CRITERIA

#### Essential:

- Qualifications: Rugby Australia Level 2 Coaching Accreditation (minimum), Smart Rugby, Smart Tackle.
- Proven experience in coaching and managing rugby programs at school, club, or representative level, with a strong strategic orientation.
- Strong leadership and interpersonal skills, with the ability to inspire students and staff.
- Understanding of youth athlete development and pastoral care in a school setting.
- Proven ability to lead teams, manage complex programs, and drive continuous improvement.
- Excellent organisational, communication, and interpersonal skills.
- Excellent administrative capabilities.
- Hold a current Working with Children Check (or be prepared to obtain one prior to commencement) and be committed to safeguarding and promoting the safety, welfare and well-being of children and young people.

#### Preferable:

- Teaching qualifications or experience in a school environment.
- Background in GPS or equivalent school rugby systems.

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### COMMITMENT

Saint Ignatius' College aims to transform communities by empowering students and teachers to strive for excellence in all pursuits, underpinned by a deepening experience of faith in action.

As a member of the College Community, you will endeavour to:

- Contribute to the building of positive relationships within the College community.
- Assist in developing effective communication links within the College community.
- Act with professionalism and respect in all activities and duties for the College.
- Contribute to the welcoming atmosphere to those who visit or contact the College.
- Maintain confidentiality in respect of all information relating to the College.
- Support initiatives to grow Christian values and the Jesuit tradition within the College community.
- Give personal witness to Christian values in carrying out daily duties.
- Get involved in the general life of the school and support it formally and informally within and beyond the school.

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## SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Saint Ignatius' College Riverview takes child protection seriously, and as an employee of the College, you are required to meet the behaviour standards outlined in our Safeguarding code of conduct. You will receive a copy of these guidelines/ College's Code of Conduct as part of your induction. You can also access a copy of these guidelines on the College website.

Therefore, as a part of your duties and responsibilities, you are also required to:

- Provide a welcoming and safe environment for children and young people
- Promote the safety and wellbeing of children and young people to whom we provide services
- Ensure that your interactions with children and young people are positive and safe
- Provide adequate care and supervision of children and young people in your charge
- Act as a positive role model for children and young people
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- Participate in Child Protection training and education as appropriate
- Maintain valid 'working with children' documentation
- Undergo periodic 'national criminal history record' checks
- Report to management any criminal charges or convictions you receive during your employment that may indicate a possible risk to children and young people.

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## WORK HEALTH AND SAFETY (WHS)

Actively support and contribute to the maintenance and development of a safe working environment by:

- Identifying and reporting incidents/hazards/injuries (and reacting appropriately to potential hazards).
- Participating in WHS training and education as appropriate.
- Engaging with College policies and procedures around WHS.
- Work safely and report any hazards in accordance with College procedures.
- Monitor and take full care of the health and safety of others.