



MAESTEG SCHOOL

Required As Soon As Possible (Fixed-Term One-Year Contract)

Welsh Rugby Union / Maesteg School Hub Officer

Maesteg School is a thriving 11-18 community comprehensive school, situated within easy access to the M4 motorway, in a brand new 'state of the art' building.

We require a Welsh Rugby Union Hub officer. The role of the Hub Officer is to promote and develop rugby union within the Educational Setting. At Maesteg School, the Hub Officer will primarily be required to promote and develop rugby in curriculum time, and to establish extra-curricular activity which engages boys and girls of all abilities within a fully inclusive rugby programme – including development as coaches, administrators and volunteers, as well as participants with established links to club/cluster and community provision. We are proud of the success of this programme which has been running for a number of years in this year and with both previous Officers moving into teaching positions after their experience with us and our pupils.

Information via:

Email: maestegschool.maesteg@bridgend.gov.uk

*Application pack (including application form) are in Word format and will be forwarded to applicant via email, **please return via email.***

Closing date for applications: Monday 12th October by 9am.

Applicants are requested to note that the successful candidate will be required to agree to an enhanced criminal record clearance being undertaken

JOB DESCRIPTION

Job Title	Hub Officer
Salary	Grade 6 - £20,903
Location	Across the Cluster (max of 25 hours/week at Maesteg School with minimum of 10 hours/week in community/clubs/cluster) (<i>Please note time at Maesteg School may be extended under the current COVID-19 restrictions</i>)
Hours of Work	Full-time, a minimum of 35 hours per week, but the nature of the role may involve working in excess of this, including evenings, weekends and Bank Holidays.
Responsible to	Head of PE / WRU Rugby Coordinator/ Local Hub Steering Group
Contractual Status	Fixed-term, one-year contract
Role Summary	Promote the development and playing of the game of rugby union football within the Establishment and local clubs. Maximising participation in extra curricular rugby for all pupils. Deliver a WRU rugby curriculum to cater for all abilities.
Key Relationships	<ul style="list-style-type: none">- Headteacher / Deputy Headteacher (SLT Line Manager for 'Health and Well-being' Faculty)- Head of PE (Or Equivalent)- WRU Regional Manager- WRU Regional Co-ordinator- WRU Regions / Regional representatives- Local rugby club/clusters in Hub Partnership- Local Secondary Schools- Feeder Primary Schools- Community Stakeholders, as appropriate

<u>Personal Specification</u>		
	<i>Essential</i>	<i>Desirable</i>
Skills and Competencies	<ul style="list-style-type: none"> • Self-starter, well-organised, motivated and energetic • Strong interpersonal skills, relationship-building and influencing – able to relate well to young person and adults • Excellent written and verbal communication skills • Excellent IT Skills, specifically Microsoft Office, Google Drive, related social media platforms 	<ul style="list-style-type: none"> • The ability to communicate through the medium of Welsh • The ability to communicate through the medium of other languages as appropriate to the local community
Experience	<ul style="list-style-type: none"> • Relevant experience working within sports development and/or community development • Experience of coaching and/or working with children and young people • Experience of working with volunteers 	<ul style="list-style-type: none"> • Minimum 12 months' experience working within rugby development • Experience as a coach or workforce developer • Experience of working in a secondary or further education environment
Qualifications	<ul style="list-style-type: none"> • A current, relevant sports coaching qualification 	<ul style="list-style-type: none"> • Rugby coaching qualification, minimum WRU Level 1 Coaching Children • Safeguarding Children and Young People • Rugby referee qualification, WRU Level 1 • Emergency First Aid at Work course • MiDAS minibus driver's qualification
Other	<ul style="list-style-type: none"> • Current, clean UK driving licence • This role is subject to an enhanced DBS disclosure check • An understanding and commitment to equal opportunities in employment, sport and education • An understanding of individual responsibility in complying with the WRU and Educational settings policies and arrangements in respect of Health & Safety, confidentiality, data protection, etc. 	

Key responsibilities, Tasks and Activities

The key responsibilities of the role are summarised below and are applicable to both girls' and boys' rugby:

To deliver, or to support the delivery of, rugby union for males and females

To formulate, deliver or facilitate the delivery of fully inclusive programmes of rugby activity which engage pupils of all abilities

To encourage and support males and females to transition into local community clubs, clusters or alternative offerings, as appropriate

To support the Educational settings, local community club/clusters and in developing and maintaining a fully inclusive and appropriate environment to encourage young people to participate in rugby, including and especially through coach, referee and volunteer education and development

To support the objectives of the Educational settings such as raising standards of academic attainment, student engagement and enrichment, community cohesion, and student recruitment

To develop young people as leaders and volunteers through the WRU Rugby Leaders programme and other relevant opportunities such as social media activators

To support the Local Hub Steering Group in developing objectives and targets for the Hub programme, as appropriate, and to work towards the fulfilment of these

To gather and maintain such data as may be required for monitoring the effectiveness of the Hub programme, and to report this to the WRU and educational setting as required

To support the WRU in fulfilling its objectives for the development of rugby, both inside but especially outside term-time, including through:

- Supporting rugby development programmes on a local, regional and national basis, as required
- Supporting the organisation and delivery of any WRU training / apprenticeship programme within the locality of the Educational settings
- Attending WRU training sessions, courses, etc., as required, with a view to pursuing a personalised programme of continued professional development

To contribute to the development and maintenance of a safe and inclusive working environment in all places of work, including through compliance with policies relating to health and safety, equality, safeguarding, confidentiality, social media and data protection (as per WRU and Educational setting requirements)

To promote and contribute to the ethos and life of the school and the Health and Wellbeing Faculty through, for example, developing the status and impact of activities linked to rugby within the school's Health and Wellbeing curriculum

To collaborate with the school's MAC (Maesteg Alternative Curriculum) Base and vulnerable pupils to use Rugby as a medium for developing character.

During COVID-19 period, when restrictions are in place for fixtures, to support in developing extra-curricular opportunities, using rugby as a medium to support sports participation and enjoyment.

Without limitation, to perform all such other duties, and do all such other things, as may be considered necessary to fulfil the objectives of the WRU Hub Programme as agreed with the Educational settings