



**Job Title:** Head of Cricket  
**Hours:** Full time  
**Status:** Permanent

**Responsible to:** Director of Sport

**Functional links with:** All members of the department, academic staff, pastoral team, administrative functions across the school

**Job Purpose:**

To lead the development of Cricket at Queen's College, continuing to work on our programme to inspire boys and girls of all ages and ability, identifying and acting upon opportunities to raise the profile of the game both within the College and beyond, and managing the associated administration so as to ensure the programme runs effectively.

**Main Duties:**

- The delivery of high quality cricket coaching at the College at all levels, for both girls and boys. This includes Prep and Senior school.
- Arranging full school block fixtures, cup matches, matches against touring teams, pre-season and friendly matches.
- Administrative responsibilities in managing and updating SOCS.
- Advise/assist the other coaches in coaching their teams.
- Drawing up and administering the cricket budget and purchasing appropriate equipment and resources for the delivery of the programme.
- Coordinating and facilitating the transport of pupils to representative squads for trials, training and matches if required.
- Travel with all teams playing in county/regional/national tournaments.
- Liaising with the Groundsmen regarding pitch requirements for the College.
- Ensuring that coaching staff are fully aware of their cricket commitment and team responsibility and advise/assist the Director of Sport with the allocation of coaches for each team.
- Educating the coaches through continuous professional development by leading training sessions and disseminating key information and trends from the game.

- Developing and sharing teaching and learning resources
- Maintaining professional skills through INSET and our professional development programme.
- Collating cricket reports and results each week, at half term and end of term and for key assembly announcements, website updates and local/national media.
- Organising and delivering House cricket competitions, training and competitions, and out of season sessions.
- Organise the filming of 1st XI matches, with video analysis feedback, if appropriate.
- Liaising with the Director of Sport and Marketing Department to arrange visits to feeder Prep Schools' to offer coaching as part of our talent identification process.
- Assist in the sports scholarship processes.
- Involvement in local representative cricket and/or attending county and regional trials to identify potential cricket scholars and reinforcing the profile of cricket at Queen's College.
- Organising bi-annual cricket tours as part of the retention process for students.
- Organising and running of winter cricket, to include net sessions in the mornings/evenings.
- Organise the hosting of the annual Girls' Broderick tournament at Queen's College.
- Attending and contributing to PE departmental meetings.
- Implementing and updating the Health and Safety policy and risk assessment for cricket each year with the DoS.

**Whole school responsibilities:**

- Communicate with subject staff, other tutors, and the School's safeguarding group with reference to safeguarding of students.
- Assist with other extra-curricular activities within the School.
- Attend full staff meetings, parents evenings and any assembly or school meetings as required.
- To attend and actively participate in assessment meetings - discussing progress of all pupils.
- An expectation to be used for cover across the College (as part of your timetable allowance).

**Mandatory Duties:**

1. Responsibility for safeguarding and promoting the welfare of children.
2. Commitment to Equal Opportunities.

**Additional Duties:**

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the School.

The post-holder will undertake assigned duties and responsibilities, ensuring that all actions are discharged within the regulatory and legislative requirements to which the School is subject.

**Date: October 2021**

This job description is current at the above date. In consultation with the post holder it is liable to variation by the School to reflect actual, contemplated or proposed changes in or to the job.

### **Person Specification – Head of Cricket**

- An outstanding cricket coach or player with proven ability.
- Empathy for pupils, parents, staff and the community.
- Understand the balance between the provision of high quality sport for all and the achievement of excellence for some.
- Is committed to continual personal and professional development.
- A sense of humour, positive attitude, proven communication, organisational and interpersonal skills.
- High order administrative skills, effectively manages commitments and deadlines.
- Works collaboratively and supportively with colleagues within school and with colleagues in other organisations.
- Capacity to inspire pupils of all abilities.
- Respects and values the different experiences, ideas and backgrounds others can bring to work and to teams.
- A generosity of spirit and a willingness to contribute to the extra-curricular programme of the school.
- ICT competence.