



HEREFORD  
CATHEDRAL  
SCHOOL

CANDIDATE INFORMATION

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HEAD OF RUGBY

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# FROM THE DIRECTOR OF SPORT



**As Director of Sport at Hereford Cathedral School, I am thrilled to invite you to consider joining us at a truly transformative moment in our sporting journey.**

HCS Sport is entering an exciting new era—one defined by renewed ambition, expanded opportunity, and a shared commitment to excellence. We are building on our rich heritage while boldly reimagining what sport can achieve for every pupil in our care.

Our programme is evolving with purpose: to inspire character, resilience, teamwork and joy in participation, while also elevating performance and nurturing those with the talent and drive to excel at the highest levels.

This transition is more than a strategic shift—it is a cultural movement, fuelled by passion, innovation, and the belief that sport has the power to shape futures.

If you are motivated by the chance to contribute to something meaningful, energised by the potential to make a significant impact, and excited to play a key role in shaping the next chapter of HCS Sport, we would be delighted to hear from you.

A handwritten signature in black ink that reads "Clly". The signature is written in a cursive, flowing style.

CHARLES LEWIS-GARDINER



# JOB DESCRIPTION: HEAD OF RUGBY

Post title: Head of Rugby

Location: Herefordshire

Contract: Permanent

Hours/weeks: Full-time

Salary: Competitive

Start date: September 2026

## Purpose of this job description:

Hereford Cathedral School considers this document as a “snapshot” of the job. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.

The job description which follows is not exhaustive and may, occasionally, be reasonably amended by the Headmaster.

## OPPORTUNITY

We are seeking an inspiring and strategic **Head of Rugby** to drive the continued growth and success of rugby across the School. This is an exceptional opportunity for a dynamic leader who can combine coaching excellence with programme oversight, ensuring our pupils experience high-quality, enjoyable, and aspirational rugby at every level.

As Head of Rugby, you will lead the long-term development of the sport, oversee all teams and coaching staff, and play a central role in organising key events—including the prestigious **Marches Centurion 7s**. You will also be responsible for establishing and strengthening partnerships with local professional clubs, creating clear pathways and opportunities for our most talented players to progress.

If you're committed to excellence, player welfare, and building a thriving rugby culture, we'd be delighted to hear from you.

## OUR OFFER

- Valuable, on the job training and professional development
- Competitive salary
- Opportunity to join a wonderful team of people
- A beautiful place to work in the most idyllic settings

## REPORTING LINES

The post holder reports to the Director of Sport.

# THE ROLE CONTINUED: HEAD OF RUGBY

## **Strategic Leadership**

- Develop and deliver a clear long term strategic vision for rugby across the School.
- Ensure the rugby programme reflects the School's values, academic ethos, and commitment to player welfare.
- Lead the evolution of coaching, playing philosophy, and performance pathways from Junior School through Senior School.
- Drive excellence in both participation and performance, providing opportunities for all pupils regardless of ability.

## **Programme Design and Delivery**

- Design and implement annual and termly rugby curricula, schemes of work, session plans, and player development frameworks.
- Lead the School's 7s programme, including coaching, team selection, competition planning, and progression routes.
- Oversee delivery of rugby coaching across all age groups, maintaining consistent standards and ensuring cohesion.
- Coordinate and lead pre-season programmes, high performance camps, and specialist coaching sessions.

## **Weekend Commitments, Fixtures and Competitions**

- Take responsibility for fixture planning, scheduling, and administration across all teams.
- Work with the Sports Administrator to ensure appropriate staffing, transport, communication, and risk assessments for all fixtures.
- Lead or support fixtures every weekend during the rugby season as part of expected duties.
- Organise and manage rugby tours, trips, training camps, and off-site fixtures (domestic and international).

## **Coaching and Staff Development**

- Provide mentorship, training, and CPD for all rugby coaches across the School.
- Conduct regular coaching reviews, observations, and evaluation to ensure best practice.
- Recruit, manage, and support external/seasonal coaches as directed by the Director of Sport.
- Maintain a culture of high expectations, safety, and professional growth.

## **Player Welfare and Development**

- Promote a proactive and responsible approach to injury prevention, concussion protocols, and safe participation.
- Liaise with medical staff, strength and conditioning staff, and pastoral teams to support player wellbeing.

# THE ROLE CONTINUED: HEAD OF RUGBY

- Develop high performance pathways that support talented players aspiring to county, regional, or national honours.

## **Collaboration Across the School**

- Work closely with the Head of Junior School Sport to ensure continuity of curriculum, philosophy, coaching standards, and transitions.
- Contribute to wider School life, events, assemblies, clubs, and cross-curricular initiatives.
- Work with marketing and communications staff to celebrate rugby achievements and promote the programme.
- Build strong relationships with parents, governors, alumni, and external partners.

## **Operations, Equipment and Compliance**

- Lead annual equipment audits, ensuring all kit is safe, modern, and appropriate.
- Manage the rugby budget responsibly, ensuring efficient procurement and resource allocation.
- Ensure all rugby activities meet safeguarding requirements, health and safety standards, and national governing body guidelines.

## **External Engagement**

- Maintain strong links with professional clubs, academies, county unions, and independent school rugby networks.
- Represent the School at fixtures, tournaments, conferences, and professional development events.



# SAFEGUARDING & PROTECTION OF CHILDREN AND YOUNG PEOPLE

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an Enhanced criminal record check from the Disclosure and Barring Service (DBS).

These checks will highlight cautions, reprimands and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent them from working with children. Staff must inform the school if they are subject to criminal investigations or convicted while in the employment of the School.

## HEALTH & SAFETY

### As an employee you are expected to:

- Take reasonable care of your own health and safety
- Take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do in the course of your work
- Co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies
- Not interfere with or misuse anything that's been provided for your health, safety or welfare
- Report any injuries, strains or illnesses you suffer as a result of doing your job
- Tell your employer if something happens that might affect your ability to work (e.g. becoming pregnant or suffering an injury)
- If you drive or operate machinery, to tell your employer if you take medication that makes you drowsy





## HEREFORD CATHEDRAL SCHOOL MARCHES CENTURION 7s

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Hereford Cathedral School is proud to launch The Marches Centurion 7s, a reimagined national U18 rugby sevens festival rooted in our long-standing tradition of the sport. Designed for likeminded schools with fewer than 100 boys in their Sixth Form, the tournament provides a platform for teams across the UK to compete with passion, purpose, and pride.

The Marches Centurion 7s celebrates the values shared by schools with similar communities—resilience, teamwork, and ambition. The event aims to strengthen relationships between schools, local businesses, and the communities they represent, offering players and staff an environment where determination matters more than scale.

As Head of Rugby, you will play a central role in shaping and delivering this flagship festival. You will oversee the organisation, development, and vision of the tournament, ensuring it becomes an inspiring annual event for participating schools nationwide alongside the Marches Committee. Members include, the 1st XV Captain, an OH rep(s), the PTA, the Director of Sport, and a number of local entrepreneurs to gain a wide understanding of the competitions needs.

The festival promotes community spirit and entrepreneurial energy. Your leadership will help ensure the event reflects the creativity, drive, and connectivity that define both the region and the schools involved.



## PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Recognised RFU (or equivalent) Level 2 or higher coaching qualification and proof of continued development</li> <li>• Driving licence</li> </ul>	<ul style="list-style-type: none"> <li>• RFU Level 3 Coach</li> <li>• Strength &amp; Conditioning qualifications</li> <li>• Other relevant professional qualifications</li> </ul>
<b>Experience and Knowledge</b>	<ul style="list-style-type: none"> <li>• Proven experience coaching rugby across multiple age groups</li> <li>• Deep understanding of the modern game of rugby and coaching methods</li> <li>• Safeguarding and Child Protection legislation</li> </ul>	<ul style="list-style-type: none"> <li>• Experience coaching and/or playing at regional (professional) or national level</li> <li>• Experience of dealing with pastoral issues</li> <li>• Experience within an independent school setting</li> <li>• Experience organising tours, residentials or international trips</li> <li>• Experience running a rugby tournament</li> <li>• Understanding and experience of working in inclusive settings</li> <li>• Knowledge of ISI and BSA requirements</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Strong leadership and organisational skills</li> <li>• Excellent communication and interpersonal abilities</li> <li>• Build and maintain relationships through effective interpersonal skills</li> <li>• Strong leadership, management, organisational and administrative skills</li> <li>• Excellent communication skills to inspire, challenge, motivate and empower others</li> <li>• Think creatively to anticipate and solve problems</li> <li>• Ability to manage own time effectively</li> <li>• Empathetic, sympathetic, calm under pressure, patient, international in outlook</li> <li>• Ability to drive the School Minibus</li> </ul>	<ul style="list-style-type: none"> <li>• Good IT knowledge in Microsoft Office applications to include Word, PowerPoint, Excel, SOCS</li> </ul>

Continued overleaf

PERSON SPECIFICATION

	PERSON SPECIFICATION	
	Essential Criteria	Desirable Criteria
<b>Aptitude</b>	<ul style="list-style-type: none"> <li>• A commitment to high-performance sport within an educational environment</li> <li>• An innovative and forward-thinking approach to programme development</li> <li>• Work under pressure, maintaining a sense of perspective and humour</li> <li>• Reliability and integrity</li> <li>• Resilience and tenacity</li> <li>• Commitment, honesty and dedication</li> <li>• Shares the School's values and vision and committed to the School's vision for learning experience and outcomes for pupils</li> </ul>	
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>• Able to work flexibly, earlier starts, evenings and weekends will be required</li> </ul>	
<b>Safeguarding Children, Young People and Vulnerable Adults</b>	<ul style="list-style-type: none"> <li>• Understands their role in the context of safeguarding children, young people and vulnerable adults</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> </ul>	
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>• Understanding of the requirements of Equality and Diversity</li> </ul>	

# HOW TO APPLY

An application form and information pack may be [downloaded from the school website](#).

Completed applications should be accompanied by a covering letter and sent to Mrs Cath Knowles, Hereford Cathedral School, Old Deanery, The Cathedral Close, Hereford HR1 2NG or to [recruitment@herefordcs.com](mailto:recruitment@herefordcs.com)

The closing date for applications is **9am on 16 March 2026**. Interviews will be held on week commencing 16 March 2026 for shortlisted candidates.

If you would like an informal conversation regarding this role please contact Director of Sport Mr Charles Lewis-Gardiner on [c.lewisgardiner@herefordcs.com](mailto:c.lewisgardiner@herefordcs.com)

**The School is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. Appointments are subject to enhanced DBS clearance and satisfactory employment references and other safer recruitment checks. Further information on the School's safeguarding can be found on the school website.**

Hereford Cathedral School is committed to being an equal opportunity employer and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

The School retains the right to interview suitable applicants and appoint before the deadline.

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