

Role Title:	Tennis Coach
Location:	The Leys School
Responsible to:	Director of Sport
<p>This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>	
<p>Main purpose of the role</p> <p>The role</p> <ul style="list-style-type: none"> The Tennis Coach will deliver outstanding coaching to pupils of all ages and abilities from the school during games and academy times. 	
<p>Main duties and responsibilities</p> <ul style="list-style-type: none"> Assist with the coaching of junior and senior squads through the games programme, working closely with the Head of Tennis To use SOCS to take registers, upload team sheets and write match reports. When required, use technology and video analysis to enhance pupil's technical and tactical performance. To manage pupil learning through effective coaching of Tennis. To ensure continuity, progression, and cohesiveness in coaching of all ages and abilities To ensure a variety of methods and approaches to match the range of pupil needs and ensure equal opportunities for all pupils. To work effectively as a member of the Games Department to improve the quality of coaching, instruction, and learning. To set high expectations for all pupils, to deepen their knowledge and understanding as well as maximise their achievement. To develop and maintain effective methods of communication with the Director of Sport, other staff, pupils, and parents. To teach/coach/lead and manage School Tennis teams as directed by the Head of Tennis. To have a thorough, up-to-date knowledge and understanding of Tennis teaching and its coaching. To undertake relevant professional development, via the school's inset structure where appropriate There may also be opportunities for involvement in the school's wider pastoral programme, if required. (This is separately remunerated) To have an input in the strategic development for the school's Tennis programme To host opposing school pupils, staff, and parents for fixtures. (Including: meeting and greeting, supervising pupils, officiating, and hosting opposing teams, staff and pupils for post-match teas) To liaise effectively with parents / guardians where necessary. 	

- To promote sport amongst the pupil body and set the highest sporting standards
- To insist upon high levels of behaviour and respect for others in sport

Safeguarding responsibilities

- To have read the School's Child Protection Policy and updates to this policy as required by the School.
- To adhere at all times to the School's Child Protection procedures and to undertake responsibility to safeguard pupils.
- To be aware of and adhere to at all times the School's Staff Behaviour and Code of Conduct and confidentiality.
- A duty to report and discuss any concerns about the safety of children and their wellbeing to the Designated Safeguarding Lead (DSL).
- A duty to report any low-level concerns about colleagues to the Designated Safeguarding Lead (DSL).
- To be informed and trained to an appropriate level and to complete mandatory safeguarding training as required by the School.

General Tasks

- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.
- To ensure that a safe / secure environment exists for pupils / staff and customers and meet requirements under the Health & Safety at work Act 1974 and C.O.S.H.H.
- To uphold the provisions of data protection legislation, the School's Data Protection Policy, and other related policies.
- Understand and be mindful of the School Acceptable Use Policy and Staff ICT & Social Media Guidelines.
- To adhere to and maintain School Policies and Procedures and work with regard to the ethics of the School.
- To observe / implement all relevant legislative requirements, maintain and update own knowledge as appropriate for the role.
- To work flexibly as necessary to meet the needs of the role and the School.
- To undertake any other reasonable associated request from the Director Pastoral Care, Headmaster/Bursar, or other senior member of SMT as appropriate.
- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.

Signature:

Date:

The list of tasks or duties and responsibilities described above is not exhaustive, and the School is entitled to instruct you, at any time, to carry out additional duties or responsibilities, which fall reasonably within the ambit of the job description, or in accordance with operational requirements.

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Person Specification	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> Ability to coach Tennis to a high level 	<ul style="list-style-type: none"> Coaching qualifications in Tennis 	<ul style="list-style-type: none"> Production of the applicant's certificates Discussion at interview Independent verification of qualifications
Experience	<ul style="list-style-type: none"> Excellent teaching/coaching skills Experience of motivating and managing pupils Experience of working in a busy environment and meeting deadlines 		<ul style="list-style-type: none"> Contents of the application form Interview Professional references
Skills	<ul style="list-style-type: none"> Capacity to motivate, inspire and manage a group of staff Strong organisational and prioritisation skills IT literate Efficient, flexible and adaptable 	<ul style="list-style-type: none"> Ability to work on your own or as part of a team 	<ul style="list-style-type: none"> Contents of the application form Interview Professional references
Knowledge	<ul style="list-style-type: none"> Demonstrate effective communication and interpersonal skills An interest and capacity to work well with children 		<ul style="list-style-type: none"> Contents of the application form Interview Professional references