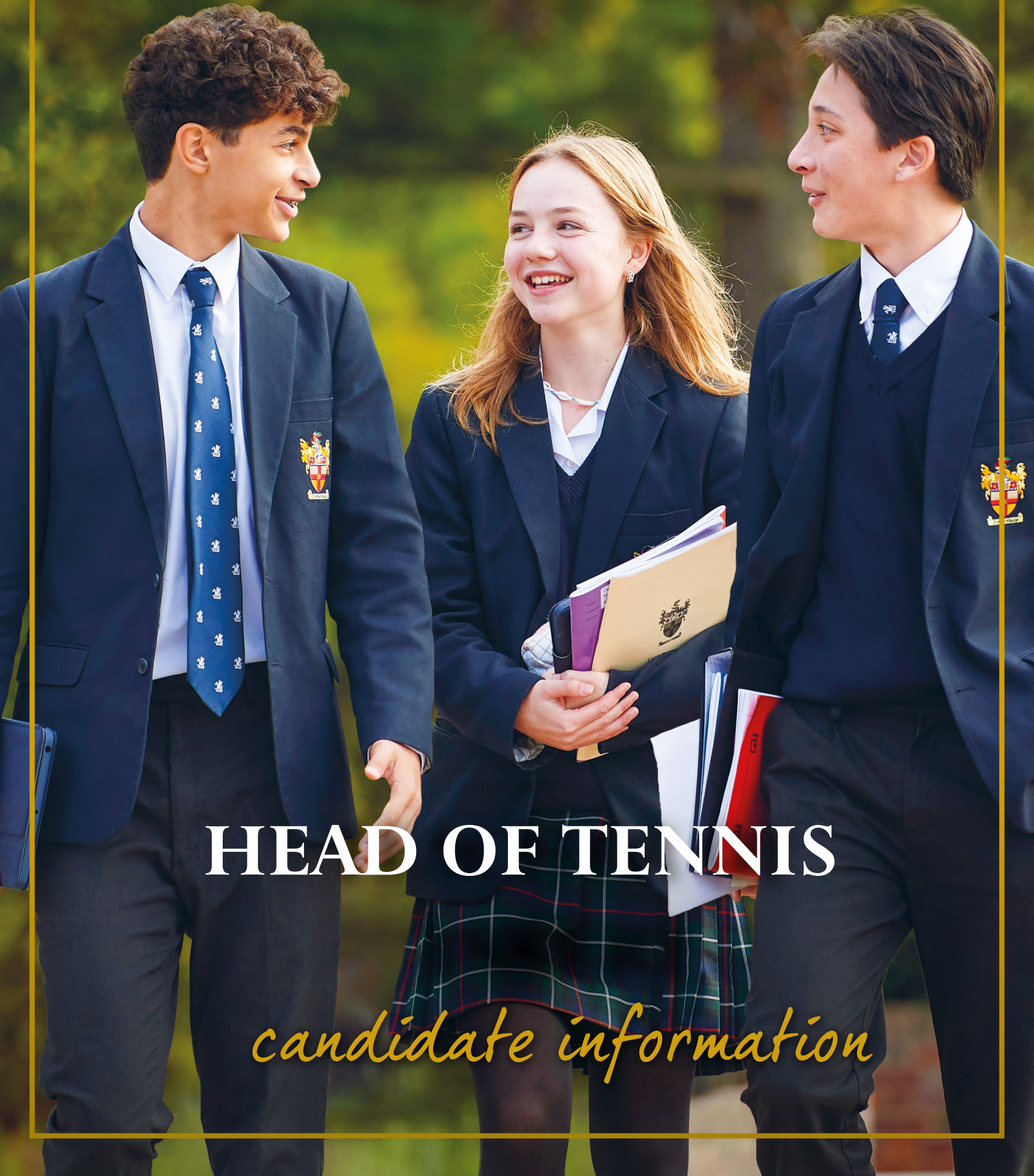




THE **Leys**  
CAMBRIDGE



# HEAD OF TENNIS

*candidate information*

# Head's *introduction*

At The Leys, we believe that school is not simply a preparation for life – it is life. That's why we aim to make every pupil's experience here rich with challenge, choice and opportunity. School should be a place of growth and discovery, where young people are encouraged to flourish emotionally, intellectually and socially. It's not a rehearsal for the future – it's a vital and vibrant part of the journey.

Founded in 1875 by the Methodist Conference, The Leys is the only co-educational boarding and day school in Cambridge. We are proud of our heritage, and we continue to uphold values such as kindness, courtesy, respect and integrity. But we are also a forward-thinking school, preparing young people for a world that is constantly evolving. Our location in the heart of one of the world's most dynamic academic and cultural cities gives us a unique advantage – Cambridge is not just where we are, it's part of who we are.

With around 570 pupils, The Leys offers an exceptional breadth of opportunity – from academic excellence to creative, sporting and leadership pursuits. At the same time, our scale allows us to know each pupil as an individual. This strong sense of community and personal attention is central to our ethos. It builds confidence – not just in the classroom, but in every aspect of school life. And that confidence, nurtured in a supportive and ambitious environment, is one of the most powerful gifts we can give our pupils.

I hope this pack gives you a sense of what makes The Leys so special, and we look forward to receiving your application.



Clare Ives  
**Head**

# Head of Tennis

Emploment Status	Permanent
Salary	Competitive
Closing Date for Applications	10 March 2026
Interview Date(s)	w/c 16 March 2026



We are looking for a well-qualified, dynamic and energetic individual to take responsibility for tennis from April 2026. Alongside acting as the school's lead tennis professional and coach, the successful applicant will drive forward achievement and participation within a school that has a strong reputation in the sport. The quality of our coaching is excellent, with competitive sport played to a high standard and this is an exciting opportunity to promote and develop an enjoyment of tennis within our school community.

This is a permanent role with core hours required to deliver the school's tennis programme. The precise working hours will be agreed with the successful candidate and there is potential for the role to develop further, subject to the individual's skills, experience and the needs of the school. Salary will be determined in line with experience, responsibilities and agreed hours. The possibility of involvement in the pastoral care of pupils may also be available.



# Welcome to *The Leys*



*Life at The Leys*

The Leys is a co-educational boarding and day school for pupils aged between 11 and 18. Set in the heart of the beautiful and stimulating city of Cambridge, one of the world's leading cultural and academic centres, The Leys' unique location allows pupils unrivalled access to the vast array of cultural and educational opportunities that Cambridge has to offer.

Established in 1875, The Leys values its history, yet it blends traditional values – courtesy, tolerance, respect, decency – with a forward and outward-looking approach to education. Dedicated staff and superb facilities combine powerfully to prepare young people for the challenges which lie ahead at university and beyond.

The Leys is a close-knit, engaged, friendly community of around 550 pupils in which pastoral care is seen as the top priority. Indeed, our [2025 ISI report](#) identified our school culture and the strength of our community as a **significant strength**. Academic value-added is impressive and the breadth of the wider curriculum is renowned. The School caters for Boarding, Home Boarding and Day pupils but, with 70% of pupils accommodated in boarding houses, boarding is absolutely central to the ethos of the School and all pupils benefit from the vibrancy and structure which this provides.

# Purpose

**The Purpose of The Leys is to play our part in changing the world for the better.**

We do this by making a positive difference to the lives, values and prospects of Leysians, by being professional, caring and rewarding in developing and managing our staff, by being a responsive and trusted partner to our parents, and by making a beneficial and sustainable contribution to the wider community

By foundation and structure, The Leys is a boarding community. We also place great value on being a “big, small school” embedded in the heart of Cambridge, and on giving Leysians a rich and rewarding academic and wider school experience – one they find valuable both intrinsically and in preparing for their futures. We seek, in the spirit of our Methodist founders and our Christian values, to send Leysians out into the world ready – academically, culturally, morally, physically, spiritually and socially – to live fulfilling lives which will make a positive contribution to society.

In order to achieve our Purpose, we aim to deliver an education which is built on three foundation stones: pastoral, academic and wider curricular. Whilst interconnected, ‘pastoral’ is accepted as pre-eminent, because pupils who feel supported and confident are able to flourish in all areas of the life of the school. Our teaching staff body all contribute to all three pillars of Leys School life, thus we all work together to ensure our pupils develop into happy, confident and well-rounded individuals ready to leave school and find their place in the world.

# Pastoral Care

Pastoral Care is at the heart of what we do. We know that wellbeing is crucial to success in wider school life, and we all work together as a community to ensure that each pupil flourishes in school, feeling nurtured, supported and happy. Our House structure is central to this: all pupils are a member of a House throughout their time in school. Year 7 and 8 pupils are members of our junior house, Moulton, and then pupils in Year 9 and above join one of the eight boarding or three day houses. The vertical arrangement in the senior houses creates opportunity for pupils to support each other, and the houses are staffed with a Housemaster or Housemistress (HSM), an Assistant HSM, a Matron and a team of teaching staff. Pupils also have a tutor, who supports them with their wellbeing, academic progress and wider curricular involvement as they progress through the school. All staff are expected to contribute to our pastoral support of pupils, through tutoring, supporting the teaching of PHSE and undertaking weekly house duties.



# Wider Curriculum

The Wider Curriculum is an integral part of the school week for all pupils and staff, with a significant amount of time in the afternoons and early evenings devoted to it. In their time at The Leys, pupils are actively encouraged to experience a broad range of activities that will bring them a wide range of benefits; activities in which they find enjoyment and fun whilst developing skills, personal qualities and attitudes that are transferable to other areas of their life at school and beyond.

The Leys' Personal Development and Leadership programme (PDL) for pupils in Year 10 and above ensures that all pupils develop leadership, broaden their horizons and collaborate with their peers on projects, often trying to solve contemporary problems. Through our outstanding sporting, music and drama provision, pupils develop as confident and well-rounded young men and women, ready for life beyond school. Our broad and varied after school activities programme enables pupils to develop their interests, skills and strengths. Through this we aim to complement the pastoral and academic pillars of an all-round Leysian education alongside boosting the physical and mental well-being of all involved in the wider curriculum. All staff contribute to our extensive wider curriculum programme through involvement in games, PDL, outdoor education, and a wide range of clubs and activities.



## Teaching and Learning

Education is about so much more than passing exams, and at The Leys pupils are encouraged to develop an understanding of their own learning, find their passions, curiosity, and develop a lifelong appetite for knowledge.

Pupils are supported in their learning by excellent teaching both inside and outside of the classroom, with academic enrichment and extension embedded into the culture of the school. We understand that teachers are individuals and that they will have their own ways of expressing their passion and interest in their subjects. The 2025 ISI comment that we have a "highly inclusive environment, which supports pupils to become exceptionally thoughtful and considerate citizens." sums up the impact of that individuality. That said, we know that aspects change within education, and we just completed an exciting transition from Google Classroom to Microsoft Teams and OneNote. Pupils and staff all have a digital device, and pupils are used to working digitally as well as on paper.

Academic Attainment at The Leys is outstanding. This summer, the school achieved its best academic results on record at GCSE and close to best at A Level, placing us 67th in the Times Parent Power Rankings for independent schools nationally, and 84th for all schools. At GCSE 86% of all grades awarded were 9, 8 or 7, and 38% were graded 9, and at A Level 85% of results were grade A\*-B. The School uses value added as an important measure of success and we are delighted that all our 2025 public examination results demonstrate that we added significant value to our pupils' academic attainment compared to similar schools: a testament to the hard work and dedication of both staff and pupils.





## General Teacher Expectations

The Leys is a traditional boarding school, and we have lessons running across 6 days each week. Lessons happen on a Saturday morning until 11:50am, and the afternoon is filled with sporting activity including fixtures.

Teachers at the Leys are expected to contribute to all three of the School's Pillars: Pastoral, Academic and Wider Curriculum. Pastoral contributions take the form of tutoring, house duties and teaching PHSE whilst the wider curriculum includes games, PDL, outdoor education and clubs and activities. House duties vary depending on the type of house: day house duties involve breaktime, lunchtime and afternoon/after school supervision whilst boarding house duties involve working with pupils in the evenings. Staff also support the day to day running of the School through involvement in school duties, on a rota basis.

We know that working in a boarding school is busy! Our staff feel this is undoubtedly worth it for the reward gained from the wider interactions they have with pupils, coming to know each child as an individual, not just as a pupil in the classroom. We work with our teachers to harness their strengths and passions both inside and outside of the classroom, so that there is joy for all of us in what we do. In addition, class sizes at The Leys are typically no larger than 24, and are often much smaller, particularly in Years 7 and 8 and the Sixth Form. Teaching allocations are lower than in state and day schools, to account for the involvement in the wider life of the school. Saturday lesson time is 'paid back' through shorter term lengths, and thus longer school holidays. Finally, four Leave Weekends spaced throughout the year provide the entire school community with some additional rest and relaxation.



# The Post

The Games Department is currently made up of seven full-time members of staff (The Director of Sport, Head of Rugby, Head of Hockey and Academy, Games Professional Coach and Resident Games Coaches), six part-time department staff (Head of Netball, Head of Cricket, Head of Tennis, Head of Rowing, Head of Swimming, Head of Squash) and three Sports Graduates. The games programme is then supported by a large number of coaches from the teaching staff and a number of external coaches. The department is administered by the Director of Sport and overseen by the Deputy Head (Wider Curriculum).

As part of the core curriculum, games are played on three days each week. The team sports undertaken are hockey, rugby, netball, tennis, cricket, rowing and swimming. Competitive fixtures are normally held on a weekly basis which, over the course of the academic year, involve most pupils. From Year 10, pupils not involved in these sports can undertake other individual sports within the “Games Options” programme, such as S&C, dance, squash and badminton. Almost all pupils undertake three games sessions each week.

Among the late afternoon activities between 16:30 and 18:20, a large number of sports are available such as badminton, basketball, squash and volleyball. These can be played competitively against local opposition, including the Cambridge University Colleges. In more individual sports such as athletics and cross country, pupils have the opportunity to participate in district and county competitions.

The main sports complex includes a large sports hall, an up-to-date fitness centre, a projectile range with indoor cricket nets, three squash courts and an aerobics area. A full-size floodlit Astroturf pitch on site and a full-size Astroturf pitch at our Latham Road ground provide the base for hockey throughout the Autumn and Lent terms. They convert to twenty-one tennis courts for summer games. A 25-metre heated indoor swimming pool is available throughout the year, while we share a well-equipped and modern boathouse with three Cambridge colleges that enables pupils to pursue rowing. The main field at School has the 1st XV pitch and 1st XI cricket square. It also has tennis and netball Courts. The school’s second playing field at Latham Road - just ten minutes’ walk from the school grounds - has approximately 20 acres of grass fields, a six-lane cricket net facility and three hard netball/ tennis courts. The ground is jointly used with our Foundation partner prep school, St Faiths.

The quality of our coaching is excellent, with competitive sport played to a high standard and pupils achieving District, Divisional and National representation. The proximity of Cambridge and its University enable the school to enlist the help of a host of peripatetic coaching staff specialising in particular fields. Professional coaches are employed in a number of areas such as rugby, hockey, tennis, swimming, rowing and cricket. The Head of the Strength and Conditioning/Sports Academy runs a programme to support the most able pupils in setting fitness and performance goals under the guidance of mentors who also act as a link with appropriate clubs and county associations.

## Job Description

*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.*

The Head of Tennis will have the responsibility for driving achievement and participation forward in tennis as well as developing an enjoyment of the sport among the pupil body and the coaching team.

### Strategy

- To establish a development plan for the overall infrastructure of tennis in the school to cover performance, coaching and facilities at all levels.
- To develop and maintain a scheme of work for use by all coaches that is appropriate to The Leys and the school circuit we play on
- To lead and organise a team of coaches, ensuring that the quality of coaching is maintained/improved through INSET and resource development.
- To lead, organise and work with the tennis coaches in the school to develop and implement a playing strategy for whole school tennis alongside ensuring they have the correct qualifications.

### Coaching, Teaching & Learning

- To act as the lead tennis professional and coach.
- To manage pupil learning through effective teaching and coaching of tennis in games sessions and late afternoon/evening activities
- To support the coaching of tennis teams, through direct input, where appropriate
- To lead academy sessions alongside the Head of Strength and Conditioning, raising the standard and athleticism of our most able tennis players.
- Organise, communicate and deliver a private coaching programme via individual and small group lessons for those who wish to train throughout the year.
- To oversee the development of all players to include co-ordinating the physical development of tennis players by liaising closely with the Head of Strength and Conditioning.
- To ensure continuity, progression and cohesiveness in all tennis teaching and coaching.
- To use a variety of methods and approaches to match the range of pupil needs and ensure equal opportunity for all pupils.
- To work effectively as a member of the Games Department to improve the quality of teaching, coaching and learning.
- To set high expectations for all pupils, to deepen their knowledge and understanding as well as maximise their achievement.
- To keep up to date in all developments of the game and, where appropriate, improve their own coaching qualifications by undertaking relevant professional development, via the School's InSeT system where appropriate.

## Job Description continued

### Administration

- To be responsible for the overall administration of tennis within the school in accordance with agreed School policies and systems (for example SOCS)
- To manage the fixture programme for all year groups, liaising with the Director of Sport to ensure fixture details are suitable, organised and calendared as per the games fixture policy.
- To publish the weekly training programme and communicate with coaches on matters relating to this.
- To undertake and communicate the on-ground arrangements for the fixtures
- To organise and co-ordinate pre-season training
- To manage the budget for tennis kit and equipment
- To review and recommend budgets for the tennis programme.
- To ensure that kit and equipment is ordered as required and appropriately maintained/stored
- To organise and manage periodic tours for tennis players as per the established school tour programme
- To liaise effectively with tennis players' parents and Hsms as necessary.
- To ensure that information about tennis achievements is circulated appropriately.
- To be immediately responsible for the processes of identification, assessment and recording for the pupils in their charge.
- Keep an accurate register of pupils

### Scholars

- To provide weekly tennis specific sessions for 6th form tennis scholars as directed by the Director of Sport
- To mentor sport scholars and oversee the well-being and development of these pupils so that they have a sustainable weekly programme in line with the overall sport scholars' programme.

### Partnerships

- To assist with the delivery of the sport strand of the wider curriculum partnership programme.

### Marketing and External links

- To undertake prep and feeder school liaison work as required by the Director of Sport and help raise the profile of The Leys among local prep schools.
- To improve links with the Junior and Senior Club network in our catchment area, thus raising the profile of the school game and attracting more tennis players to the school
- To work alongside the Marketing Department to promote tennis based events at The Leys.

### Possible additional responsibilities

- To be able to coach other sports, particularly another team sport during the winter terms
- To contribute to the pastoral care of the pupils, including weekly duties in houses and general school duties.

## **Job Description continued**

### **General Responsibilities**

- To undertake any reasonable tasks as directed by the Director of Sport.
- To assist the Director of Sport in the general administration of sport at the school and maintaining a smooth running and efficient office
- To have a thorough, up-to-date knowledge and understanding of sports teaching and coaching as well as First Aid.
- 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
- To adhere to and maintain School Policies and Procedures
- To take responsibility for safeguarding the pupils
- To bear in mind the Christian ethos that underpins the life of the school community
- To apply all relevant Health and Safety procedures
- To be a role model to pupils, through personal presentation and professional conduct.
- To carry out other associated duties as are reasonably assigned by the Head.

### **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.

# Person Specification

Criteria	Essential	Desirable
Qualifications	Tennis coaching qualifications	Degree level qualification or equivalent Other sport or games-related coaching qualifications
Experience	Experience of coaching and running tennis teams at a high level Experience of management/administration Ability to prioritise effectively Ability to work in a busy environment and meet deadlines Suitability to work with children, and enjoy doing so	Ability to coach other sports or games-related activities to a good level Experience of playing tennis at a high level Experience of being Head of Tennis
Skills	Capacity to motivate, inspire and manage a group of staff Demonstrating effective communication and interpersonal skills for dealing with pupils, parents, teachers, and support staff Strong organisational abilities Excellent teaching/coaching skills Ability to motivate and manage students	Ability to work on your own initiative and as part of a team
Knowledge	Good working knowledge of IT Capacity to be efficient, flexible and adaptable Capacity to be organised, energetic and self-directed Able to demonstrate an interest in childrens' wellbeing and education	

# How to *Apply*

## How to apply:

If you are interested in applying, please submit a completed application form including covering letter, to the Recruitment Team ([recruitment@theleys.net](mailto:recruitment@theleys.net)), The Leys School, Cambridge, CB2 7AD by 09.00 on 10 March 2026. Interviews will be held w/c 16 March 2026.

This role has the opportunity for regular contact with pupils and therefore is exempt from the Rehabilitation of Offenders Act 1974.

By applying for this role, you are consenting to The Leys School storing your personal data. Please read our 'Privacy Notice for Job Applicants' [JA1.1] for further details.



# Benefits

Join us and experience a fulfilling career in an inspiring environment where your growth, wellbeing, and sense of community are our top priorities.

## Fee Remission

Generous fee remission (The Leys School and St Faith's), subject to the normal admissions criteria (pro-rata for part-time staff).

## Remuneration

Competitive salaries and a choice in excellent pension schemes (including the Teachers' Pension Scheme for our Teaching colleagues) with generous employer contribution. We are proud to be a Living Wage employer.

## Meals

Three-course lunch from Monday to Saturday and an evening meal on duty evenings. Our meals are mainly homemade on site using locally sourced ingredients and served in the beautiful and newly renovated Dinning Hall.

## Location

Stunning city centre location with free parking, access to electric charging, secure bike parking and a Cycle to Work scheme.

## Cambridge University Botanic Gardens

Complimentary use of a visitors pass to the beautiful Botanic Gardens (a two-minute walk from the School).

## Wellbeing

Enjoy a complimentary hot lunch when working, prepared by our professional culinary team. Plus, benefit from membership of the Sports Complex including free staff swimming, and access to a comprehensive Employee Assistance Programme that provides a wide array of resources and support services for staff and their immediate family (terms and conditions apply).

## Community

A supportive and friendly community, with regular social events and the chance to join in extra-curricular activities. Staff can also attend internal productions in our theatre (Great Hall) or external productions hosted by visiting companies (note that external companies may charge for these events).

## Professional Development

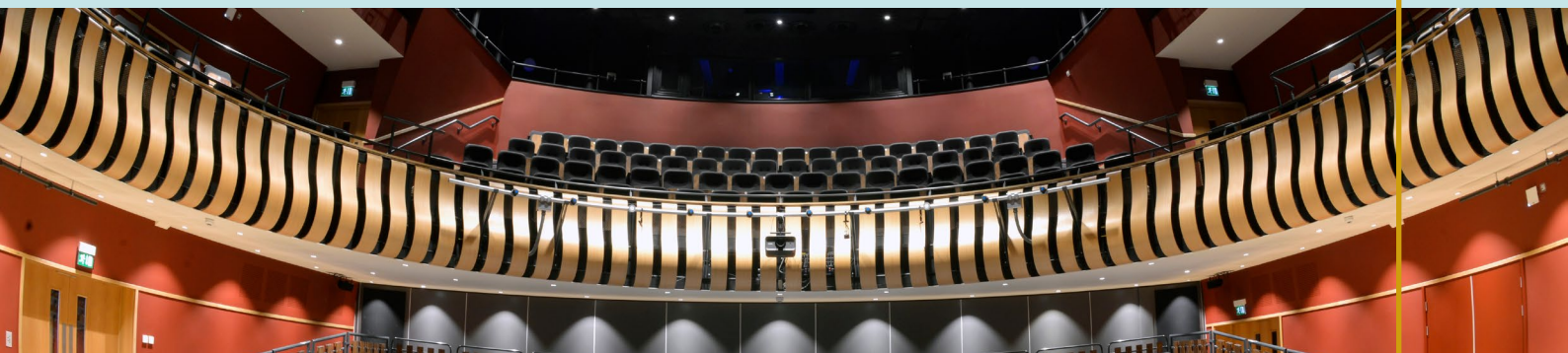
Opportunities for staff development, including regular INSET and CPD, membership of our on-site library, and funded attendance at relevant external training events.

## Extended Holidays

There are 33 weeks of term time, plus time for INSET. This means that teaching staff benefit from extended holidays compared to state education.



Please note that colleague benefits which are non-contractual may be subject to review and change at any time.





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