



TONBRIDGE SCHOOL

CASUAL TENNIS COACH

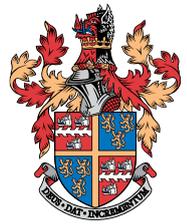


Tonbridge School is one of the leading boys' boarding schools in the country and is highly respected internationally.

The school aims to provide a caring and enlightened environment in which the talents of each individual flourish. We encourage boys to be creative, tolerant and to strive for academic, sporting and cultural excellence. Respect for tradition and an openness to innovation are equally valued.



A well-established house system at the heart of the school fosters a strong sense of belonging. Tonbridge seeks to celebrate its distinctive mixture of boarders and day boys; this helps to create a unique broadening and deepening of opportunity. We want boys to enjoy their time here, but also to be made aware of their social and moral responsibilities. Tonbridgians should enter into the adult world with the knowledge and self-belief to fulfil their own potential and to become leaders in their chosen field. Equally, we hope to foster a life-long empathy for the needs and views of others; in the words of the great novelist and Old Tonbridgian E.M. Forster: 'Only Connect'.



JOB DESCRIPTION

Job Title	Casual Tennis Coach
Reporting to	Duty Manager (Development)
Main Purpose	To deliver adult tennis tuition as part of the TSC Tennis programme, including private tuition, group lessons, club nights and coffee mornings.

SUMMARY OF RESPONSIBILITIES AND DUTIES

- To prepare and plan effective coaching sessions.
- To be aware of key factors influencing the sessions (National Governing Body (NGB) Guidelines and established best practice).
- To lead and deliver high quality coaching as required.
- To follow good practice with regard to health & safety.
- To gather, prepare and maintain the resources required to deliver the sessions in an effective way.
- To ensure the well-being of all participants ensure high standard of customer care and a quality service at all times.

CONFIDENTIALITY

The successful candidate must maintain the confidentiality of information regarding the School, its staff and its business as sensitive and confidential materials are regularly handled in the Department. Information must not be communicated to other persons either in or outside the School except in the recognised course of their duties.

PERSON SPECIFICATION

SKILLS & ABILITIES

- A motivated individual able to work on own initiative.
- Ability to work as part of a team.
- Experience of providing exceptional customer service.
- Knowledge of safety requirements and child protection issues.
- Willingness to undertake relevant training.
- Reliable and enthusiastic individual with a flexible approach to work.
- Good verbal and written communication skills.

EXPERIENCE

- Experience of tennis coaching, preferably adults.

QUALIFICATIONS

- Level 2 Tennis Qualification.



HOURS OF WORK

Mondays 9.00am – 11.00am (Coffee Mornings), Fridays 7.00pm-9.00pm (Club Nights), and additional casual hours for private tennis tuition as agreed with your line manager. These hours of work are subject to change and are subject to us achieving minimum required numbers at each session/course.

RENUMERATION

- £23.00 per hour – Level 2 Coaches.

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he or she is responsible, or with whom he or she comes into contact will be to adhere to and ensure compliance with the School's Safeguarding & Child Protection Policy at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he or she must report any concerns to the School's Designated Safeguarding Lead or to the Headmaster.





Application Process

Tonbridge School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to any post, including checks with past employers and the Disclosure and Barring Service.

An application form and the Job Description can be found at:

<https://www.tonbridge-school.co.uk/about/employment-opportunities>

Completed Application Forms to:
HR Department, Tonbridge School, Tonbridge, TN9 1JP

hrdept@tonbridge-school.org

01732 304252

Closing date: Friday 28th January at 5pm

