



Tennis Coach

Job Purpose

To be responsible for the delivery of a coaching programme and increasing the tennis provision for students and staff at Brentwood School.

Hours

As required

Report to

Head of Tennis Academy

Department

PE/Sport

Key Responsibilities & Accountabilities

- Assist the Head of Tennis in organising and leading the extra-curricular teams and practice across all age and ability ranges.
- Deliver high-quality tennis coaching sessions to students of all abilities and ages.
- Offer specialist tennis coaching as required via the Tennis Academy.
- To be instrumental in developing opportunities for players of all standards through coaching sessions, tournaments, teams, tennis education and casual play.
- Maintain good communication with parents, providing advice and feedback on pupil progress as appropriate.
- Ensure health and safety is to the highest standard both on and off the court.
- Take personal responsibility for the maintenance and security of school equipment and tennis courts.

Personal Specification

Essential:

- An understanding of the basic principles of sports development.
- A flexible approach to work.
- Minimum LTA Level 3 qualification.
- LTA Licensed or Registered.
- Excellent leadership and coaching skills.
- First Aid qualification.

Desirable

- An experienced tennis coach who has coached or played tennis to a high level.
- Experience of coaching tennis in a school

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Safeguarding Responsibilities

- One-to-one tuition
 - Supervision of changing rooms
 - Registration at fixtures and practices
 - On/off site responsibilities (trips, visits, fixtures) – travel/changing/medical/contact details for parents
 - Discharging first aid responsibilities
 - Awareness of supervision procedures for spectators/visitors onsite for sports fixtures
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- To safeguard and look after the health and wellbeing of students during lessons, on-site training and fixtures and any off-site sports or dance activities, fixtures or trips;
 - To supervise actively students on transport (staff should not use their own cars unless there are exceptional circumstances, agreed in advance with the Headmaster, or in an emergency). This includes ensuring that staff sit in different areas of a coach, check that students have seatbelts on at all times and make it clear what is expected of them in terms of mobile phone use (this is not permitted for short journeys but they may be used at the discretion of the member of staff in charge of the trip for longer journeys as long as all students follow the behaviour and IT acceptable use policies);
 - To supervise changing rooms actively and visibly and, when not in the changing room, being available outside the door. This is to prevent any form of child-on-child abuse, including bullying, as well as to prevent students taking photos or recording each other whilst changing;
 - To ensure all students understand how to prevent injury and how to use any equipment safely;
 - To follow the safeguarding code of conduct for all staff regarding physical contact, which should be the minimum required for care, instruction or restraint. Physical contact, when used for instruction, should only take place in a safe and open environment, the extent of the contact should be made clear and undertaken with the permission of the student. It should only be used if other options for demonstration to keep students safe are not possible;
 - If coaching a student one-to-one, to ensure that this is with the permission of the parent and that the Director of Sport is aware of when, where and why the session is taking place. The coaching should take place in a location which is visible to other staff;
 - To ensure that any contact with students, for example, arranging a coaching session, including one-to-ones, should be transparent and using school email;
 - Staff should follow the School's Social Media policy and IT acceptable use policy at all times. If they take a photo of a student for legitimate school use on a personal device (and there is no other means of taking the image), this should be uploaded straight away to the google drive and then deleted from the personal device.
 - To know how to access appropriate medical support at all times whether on site or at an away fixture. This includes knowing how to access emergency care and the location of on-site first aid equipment and defibrillators (and the code to access them) and the equivalent provision off site at away fixtures or on sporting trips and visits.
 - To assist with risk assessment of sporting or dance activities as required.

To be committed to the safeguarding and promotion of the welfare of young people. To demonstrate this commitment in every aspect of this post. To adhere to, and ensure compliance with, the School's Safeguarding Policy at all times. You are required to report any safeguarding or child protection concerns to the School's Designated Safeguarding Lead.

To find out more about this role please contact recruitment@brentwood.essex.sch.uk who will put you in touch with the Brentwood School Tennis Academy Head Coach, Mark Simpson-Crick

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