

Founded 1642



New Hall School

The Best Start in Life



Appointment of

Head of Tennis

Applications considered on a rolling basis until
midday, Monday 8 August 2022

The PE & Sport Department

The School offers a broad spectrum of sports for students to participate and compete in during the week and on Saturdays. Each of the major sports and minor sports has a dedicated Head of Sport who is responsible for leading the coaching programme, arranging fixtures and managing the team coaches for the individual sport.

<p>The major sports at New Hall are:</p> <ul style="list-style-type: none">• Netball• Cricket• Hockey• Rugby• Tennis• Athletics• Swimming	<p>The minor sports at New Hall are:</p> <ul style="list-style-type: none">• Golf• Riding• Skiing
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The PE & Sport Department is based within the new pavilion overlooking the tennis and netball courts. The School enjoys first class floodlit facilities, including: 8 netball courts, 2 all-weather hockey pitches, a 3G rugby training pitch, a national standard athletics track, extensive playing fields, 25m 6-lane indoor pool, 10 tennis courts, sports hall and fitness suite. New Hall has a strong reputation for sport, with students competing at county, regional and national level in a wide range of sports.

Core PE

From Years 3-9, students follow a core PE curriculum that comprises: Health Related Fitness, Swimming, Athletics, Gymnastics, Dance, net and wall games (these include Tennis, Badminton, Handball and Volleyball), striking and fielding games (these include Cricket, Rounders and Softball) and invasion games (these include Basketball, Football, Olympic Handball and Dodgeball). The emphasis is on learning fundamental skills and tactics. Students also learn definitions, keywords and concepts that are introduced in more detail in the GCSE course.

GCSE and A Level PE

In Years 10-11, students can choose to take GCSE Physical Education (OCR specification). In Years 12-13, students can choose to take A Level Physical Education (OCR specification).

Sport

There is a full fixture list and training programme provided in each of the major sports during Sport afternoons, activity time and on Saturdays.

Our teams regularly feature in the later rounds of county and national competitions and we have many students representing their county, region and country in a variety of sporting pursuits.

Job Description

The Head of Tennis reports to the Director of Sport.

Key responsibilities:

1. Tennis Coaching

- 1.1 to oversee the development and structure of the tennis programme
- 1.2 to provide coaching from Years 3-13 in the curriculum and co-curriculum
- 1.3 to plan a coaching structure for Sport lessons
- 1.4 to train other staff to coach
- 1.5 to ensure that risk assessments are followed
- 1.6 to work with grounds staff to ensure the provision of facilities for training and match days
- 1.7 to arrange the traditional internal school tennis events including Staff and Student Tennis Competition, Play Your Way to Wimbledon and Inter House Tennis
- 1.8 to liaise with the Director of Sport for staffing of teams, sports sessions and practices
- 1.9 to work with the Director of Sport and Deputy Director of Sport to organise holiday tennis coaching camps at New Hall, ensuring this is shared with current and prospective students
- 1.10 to organise and lead pre-season training days
- 1.11 to manage the Pre-Prep coaching programme on Saturday mornings
- 1.12 to liaise with the Director of Sport to arrange assessments for Sport scholarship candidates specialising in tennis
- 1.13 to arrange for players to attend Compete Tennis at Redbridge

2. Administration

- 2.1 to work with the Sport Administrator to organise fixtures, transport and accommodation, as required
- 2.2 to work with the Sport Administrator to ensure all fixtures and team sheets are entered into the SOCS Sport module
- 2.3 to undertake an annual review of the fixtures list
- 2.4 to work with the Sport Administrator, Catering and Estate Department to arrange refreshments and equipment for matches and hospitality for staff and parents
- 2.5 to coordinate first aid provisions for match days with the Health & Wellbeing Centre
- 2.6 to manage the budget for tennis (equipment, competition fees, trophies etc.)
- 2.7 to ensure the submission of entries to all tennis competitions (LTA and ISTA) and subscriptions
- 2.8 to ensure all Health & Safety policies are updated and completed in conjunction with the Director of Sport
- 2.9 to organise annual presentation evenings
- 2.10 to write student reports, as required
- 2.11 to prepare the private tennis programme, offering individual, paired or group lessons for students in the Preparatory Divisions and Senior Divisions

3. Development

- 3.1 to organise tours in conjunction with the touring schedule set by the Director of Sport in liaison with the Vice Principal
- 3.2 to maintain coaching, officiating and playing pathways for students
- 3.3 to liaise and work with Compete Tennis in the development of New Hall tennis
- 3.4 to develop links with New Hall's sponsored school, Messing Primary School, in order to support and develop their Sport provision
- 3.5 to develop links with feeder preparatory and primary schools for tennis coaching sessions

4. Sport Coaching

- 4.1 to assist with coaching a range of sports from Years 3-13 in the curriculum and co-curriculum

All staff are responsible for promoting and safeguarding the welfare of students at New Hall School by ensuring compliance with the School's Safeguarding & Child Protection Policy at all times. It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead.

This document summarises the main responsibilities of the post. All staff are required to undertake whatever else may reasonably be requested by the Principal. All staff are expected to uphold, support and realise the Catholic ethos of the School, as outlined in the Mission & Ethos Statement and Aims of the School. Job Descriptions are subject to annual review.

Person Specification

In addition to the below, all candidates should have a clear understanding of and a commitment to the aims of a Catholic independent school and be committed to the values and ethos at the heart of New Hall School as expressed in the Mission & Ethos Statement of the School.

	Essential	Desirable
Education	<ul style="list-style-type: none"> Qualified LTA Level 3 Tennis Coach (or higher level) 	<ul style="list-style-type: none"> University graduate
Experience	<ul style="list-style-type: none"> Experienced tennis coach, ideally with experience of playing tennis to a high level 	<ul style="list-style-type: none"> Experience of working in the independent school sector/boarding education Experience of managing a team of coaches Coaching qualification in sports other than tennis (ideally hockey, rugby or netball)
Skills and Aptitudes	<ul style="list-style-type: none"> Be able to coach a second sport, ideally hockey, rugby or netball Excellent communication, organisational and management skills Good IT skills Ability to lead a team confidently 	<ul style="list-style-type: none"> Ability to contribute to the wider co-curricular life of the School
Disposition and personal qualities	<ul style="list-style-type: none"> Be committed to the lunchtime & after school sport provision, and to competitive sport and training on Saturdays Willingness to participate enthusiastically in all aspects of boarding school life Common sense and initiative Ability to relate effectively to students Ability to motivate others and build teams Flexibility to adjust to change and development 	

New Hall is committed to increasing the number of staff from ethnic minorities, across all roles and at all levels, to reflect our diverse student population. Applications from practising Catholics are particularly welcome. The Equal Opportunities Policy is available on our website.

School Tour

Click [HERE](#) to view our Open Day virtual tour.

Salary & Benefits

Salary

The salary range is £34,091pa-£40,202pa (NHC35-41, September 2022 rates).

Hours

The hours of work in term time are:

- 12.00pm-6.00pm, three weekdays per week
- 8.00am-6.00pm, two weekdays per week
- Normally 4 – 6 hours' working on Saturdays

The hours of work during School holidays are normally 9.00am-4.00pm, Monday to Friday. The hours may vary with the needs of the School activity schemes and camps. You will be required to work on School Open Days, which take place on the last Saturday in September and the Saturday of the first Bank Holiday weekend in May. All staff are required to attend INSET days (staff training days), payment for this is included in the salary.

Holidays

The Head of Tennis is entitled to 40 days' holiday per year, including bank holidays. Holidays must be taken during the School holidays. New Hall closes for two days between Christmas and New Year and for bank holidays; staff must set aside annual holiday entitlement to allow for these closures. All holiday is subject to line manager approval. The annual holiday entitlement takes account of the need to work Saturdays in term time.

Pension

Staff are automatically enrolled in the designated stakeholder pension scheme provided by Standard Life, subject to meeting the qualifying conditions. Pension contribution rates are 5% for employees, New Hall currently matches employee contributions up to 4%.

School Fee Remission

School fee remission is granted for the Head of Tennis in accordance with the provision at the time of commencing employment at New Hall. If your child is aged 4-11 and joins New Hall Preparatory Divisions, there is a reduction of one third of the day fees. If your child is aged 11-18 and joins New Hall Senior Divisions, there is a reduction of two thirds of the day fees. Please note that there is no staff fee remission for New Hall Nursery/Pre-School (ages 1-4).

Training

New Hall is committed to professional development of staff and will support further in-service training as required. There are generous INSET and Continuing Professional Development (CPD) budgets.

Lunch in Term Time

Currently, all staff are provided with lunch without charge during term time. This is subject to annual review.

Sport Club Membership

As an employee, you will be able to make use of an annual membership for the New Hall Sport Club (currently £20pa plus £5pa for family members), with effect from your start date. Membership includes Club time use of:

- 25-metre, 6-lane indoor swimming pool
- 10 floodlit tennis/netball courts
- Fitness Suite, which comprises a range of cardiovascular equipment and free weights
- Athletics track
- 12 golf practice bays



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