



Job Description: Head Tennis Coach

BISP/RPT Tennis Academy

Full time Position: Salary Scale Dependent on Qualifications

Reports to:

Athletics Director

Information:

British International School, Phuket (BISP), is an English medium, co-educational, day and boarding school that was established in 1996 in the heart of Phuket, Thailand. Its purpose-built 44 acre campus includes high quality boarding accommodation and provides world-class facilities that enable students to excel in sports and the expressive arts, as well as in their studies. The student population consists of some 870 day and boarding students with over 45 different nationalities represented. The majority of the student body (more than 60%) are foreign nationals. The sports facilities are exceptional, with three indoor and 3 outdoor tennis courts, two swimming pools (one of Olympic size) as well as nine football pitches, fitness studio and two indoor basketball courts.

BISP has an outstanding tennis program which has approximately 150 tennis players including beginners to a High Performance Team and a very successful Adult program.

Position Outline:

The Head Tennis Coach acts as an Academy Director and High Performance coach.

Responsibilities will include:

1. Overseeing the School's tennis programs and services.
2. Supervising the daily operations of the BISP tennis facilities, staff, supplies, and equipment.
3. Ensuring the quality and related safety of the programs (before, during, and after school).
4. Administering, supervising and promoting the BISP/RPT Tennis program.



5. Administer and conduct Tennis Tournaments/Competitions and trips.
6. Communication with the BISP Tennis Team, School staff and community.

Key Qualifications/Experience:

- Minimum of 3 years' experience.
- RPT Coach qualification or working towards one.
- First Aid certificate valid for the duration of the contract.
- Experience of coaching both adults and children of varying ability.
- Experience of organizing Tennis Tournaments.
- Previous customer service experience.
- Experience within an international school setting will be advantageous.

Knowledge, Skills and Abilities required:

- Team player that has exceptional leadership, management, and interpersonal, skills.
- Ability to deliver fun, engaging, safe and informative Tennis sessions.
- Knowledge of Mini Tennis.
- Knowledge of current Tennis developments.
- Knowledge of the RPT Tennis methodology.
- Ability to effectively communicate with players of all ages, management, and other staff.
- Ability to lead and work well within a team and maintain effective working relationships.

Presentation:

- Clean and tidy appearance.
- Personal Qualities: Approachable, welcoming, friendly, and enthusiastic.
- Self-motivated, Flexible and Punctual.

Key Duties and Responsibilities:

- Direct and supervise the BISP Tennis programs.
- Assist with the coordination, development, application, and evaluation of BISP tennis program including the early years'



- PE program as well as primary/secondary curricular tennis programs.
- Oversee the overall scheduling of whole tennis program and services, in cooperation with Athletics Director/PE Department.
- Prepare tennis calendar for curricular and extra-curricular activities.
- Administer and conduct tennis tournament and competitions at all levels.
- Responsible for writing policies and procedures that relate to the tennis program and the dissemination of this information.
- Conduct lessons and tennis coach training and inset.
- Observes and enforces all rules and regulations of the facility.
- Take responsibility for the supervision of day-to-day operations of the tennis facility including monitoring the maintenance, security, and safety of the overall tennis environment.
- Responsible for ordering of equipment.
- Communication with other international schools in the region for hosted and tennis tournaments.
- Communication with parents on their involvement in events.
- Communication with the Business Department and Events, Marketing and Communications team at BISP regarding schedules, results, awards.
- Other duties as assigned.

Application Process:

Please apply in writing with a cover letter and CV to:

headmaster@bisphuket.ac.th

Applications close: 31st January 2018

Early applications are encouraged as suitable candidates may be appointed early.