

## JOB DESCRIPTION

### SPORTS PROGRAMME COORDINATOR

<b>Job Title:</b>	Tennis: Sports Programme Coordinator
<b>Line Manager:</b>	Head of Sport

#### Purpose of Job

The Tennis Sports Programme Coordinator is responsible for the development, management, and delivery of the **Harrow Appi Tennis Academy**. Working closely with the **Head of Sport**, this role ensures high-quality coaching, student development, and the smooth operation of the tennis programme across all ability levels. The coordinator will play a vital role in fostering an inclusive, competitive, and engaging tennis culture at the school.

#### Duties and Responsibilities

##### Green and Gold Season Sports Academies

- Oversee the planning, organisation, and delivery of Tennis Academy sessions in alignment with the school's Sports Academy curriculum.
- Lead coaching sessions, ensuring students develop technical, tactical, and physical aspects of tennis.
- Work with and manage external coaching providers to enhance the quality and breadth of tennis training.
- Ensure student registration, group placement, and safe transport for tennis training sessions.
- Develop pathways for player progression, including internal and external competition opportunities.
- Provide personalised coaching to students, adapting sessions to different skill levels and learning needs.
- Implement an assessment, recording, and reporting system to track student progress throughout the programme.
- Work with the Head of Sport to enhance the tennis programme within the Harrow Appi Sports Academy structure, Team Sports and Co-Curricular programme.
- Support the recruitment and development of tennis coaching staff.
- Establish partnerships with external tennis organisations to provide additional training opportunities and exposure for students.
- Ensure the maintenance and appropriate use of tennis facilities and equipment.

##### White Season Alpine Academy

- In collaboration with the Head of Sport and Deputy Head: Enrichment ensure the effective quality assurance of Alpine Academy sessions.
- Support the Head of Sport with effective communication with the designated Appi-kogen Ski School regarding the instructor numbers, disciplines, and responsibilities for each session.
- Effective assessment, recording and reporting of students' progress at several points throughout the Season against the Alpine Academy Curriculum.

##### Team Sports

- Organise and lead the Harrow Appi Tennis Teams, including selection, training, and match preparation.
- Coordinate local, national, and international tennis competitions, ensuring students have opportunities to compete.
- Plan and facilitate tennis sports tours and training camps.

**Other Responsibilities:**

- Support the Head of Sport and Head of PE with the planning, preparation of school sports competitions and sports tours.
- Conduct administrative tasks with efficiency and enthusiasm as directed by the Head of Sport
- Act as a mentor and role model for students
- Undertake any other reasonable duties as requested by the Head of Sport, including but not limited to, assistance with local and international sports tours, attendance at weekend fixtures, and any additional duties that are deemed necessary for the effective operation of the Sports Department.

**Benefits**

- Free annual ski lift pass
- Free rental of ski/snowboard equipment
- Use of the resort onsen (hot spring)
- Accommodation provided
- All meals during term time
- Use of school facilities e.g., pool, gym etc
- Return flights at the start/end of contract
- Termly Shinkansen (Bullet Train) Tickets between Tokyo and Morioka

**Requirements****Qualifications:**

- Experience in coaching tennis at a competitive level.
- A strong understanding of player development, from beginner to advanced levels.
- Ability to organise and manage high-quality training sessions.
- Experience in competition planning and team management.
- High level of professionalism and commitment to student development.
- Recent and consistent involvement in extracurricular tennis programmes.

Education is an ever-changing service and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.



## **About the Department**

Sport Harrow Appi is a vital strand of the curriculum and our commitment to providing our students with a holistic education is at the heart of what we do. The school is located on a small ski resort, Appikogen in the mountains of Iwate, Japan. The campus is a spacious environment that boasts tennis courts, football pitches, a double sports hall and an 8 lane, 25-meter indoor heated swimming pool. A team of qualified sports coaches deliver an extensive Academy and Sports programme that runs throughout the year, shifting focus as the seasons change.

At Harrow Appi, all students are enrolled in the Sports Academy programme which takes place during the academic school day. Twice a week, students can undertake either tennis, golf, mountain biking or trail running in the Green and Gold Seasons and skiing and snowboarding in the White Season. The Sports Academy programme at Harrow Appi provides students with the opportunity to access the local learning area during the school day and enables our students to learn transferrable skills that extend to other aspects of life. Through these activities, students earn the value of being physically active and develop positive personal and social attitudes.

Under the auspices of the Director of Sport, the sports department runs academies that offer sport year-round to our students. The Green and Golf seasons in Appi host the tennis, golf, mountain biking and trail running academies. The White season Alpine Academy is dedicated to providing students with access to the local, Appikogen ski resort where they undertake lessons in either skiing or snowboarding. Additionally, students participate in CCA's (Co-Curricular Activities) that take place during after school hours. It is here that team sports take place and students have the opportunity to choose from various sporting activities which include, but are not limited to, football, rugby, basketball, swimming, volleyball, tennis, golf, water polo and baseball.

**Your ability to demonstrate any or all of the following on application or at interview will significantly increase the likelihood of your being offered the position:**

- A passion for and ability to offer coaching or instruction in any of the Sports offered in the Academy programme:
  - Tennis, Golf, Mountain Biking, Trail Running
  - Skiing or Snowboarding
- Having played sport in any discipline at a high level
- Coaching experience in your preferred discipline
- Experience of working in a boarding school or similar
- Willingness to learn and be a part of a growing school