

**PERFORMANCE TENNIS COACH
JOB DESCRIPTION**

Department:	MILLFIELD PREP GAMES DEPT
Section:	TENNIS
Post:	Performance Tennis Coach
Grade:	LTA Accredited Plus Tennis Coach
Responsible to:	Director of Sport and MPS Head of Tennis
Job purpose:	Millfield Prep School would like to appoint a Performance Tennis coach who is passionate about following a holistic athlete approach to develop a robust set of technical and tactical skills in young aspiring students. The coach will empower and support all students to instil an inspirational lifelong love of the game.

MAIN DUTIES AND RESPONSIBILITIES

1. Be responsible for delivering inspirational coaching sessions to all levels of Tennis players, both individually and in groups and squads (including recoverable individual lessons)
2. Be responsible for taking groups and individuals to key Tournaments and events at weekends and in holiday periods as required.
3. Support individuals and teams at the IAPS Tennis Tournament.
4. Help to develop a cohesive pathway of long-term player development linking into the Senior School programme and beyond, plus attracting new players to the school.
5. Manage all individual private lessons and work alongside the sports administrator to ensure that registers are up to date and reports are submitted for billing.
6. Provide regular feedback to Parents both verbally, via email and through the reporting systems.
7. Be responsible for updating the LTA Advantage lists each term and sign up any new pupils to LTA Advantage.
8. Support the planning of inter school tennis fixtures for the summer term and coordinate the MPS PE Staffing transport and catering.
9. Demonstrate a commitment to fully engaging with the life of the school, including attendance at Open Days, Prize Days, and Pre-term Staff INSET days.
10. Actively participate in continuing professional development (CPD) and contribute to the ongoing development of sport across Millfield Prep.
11. Contribute to the dissemination of tennis news and developments to parents and the wider tennis community, both internally and externally, in collaboration with the school's media department. This includes preparing match reports for the weekly School Newsletter and managing updates on social media, where appropriate.
12. Any other duties that the Director of Sport or the Head of MPS Tennis see fit, providing that such duties are appropriate to the role.

COACH SPECIFICATION

1. Proven track record of effective coaching of individuals, groups, squads and teams, and in particular a proven track record of inspiring and motivating young people.
2. Ideally competed at a high level in Tennis and have knowledge of the LTA and UTR competitive structures, including Ratings and Rankings.
3. Outstanding communication skills in a variety of environments and media.
4. Strong administration and organisational skills
5. Strong knowledge of the long-term player development recommendations for young tennis players
6. Skill in preparing annual goals and plans, and use of support systems, such as video analysis.
7. Understanding of integrating a successful tennis programme into an educational environment

We require the Coach to be:

1. A strong and inspiring leader.
2. A creative and forward-thinking coach.
3. An excellent communicator with young players, parents and colleagues.
4. A strong team player, leading their own sessions, but able to integrate with their fellow coaches in tennis and other sports.
5. A self-starter, capable of creating new ideas and implementing them.
6. Capable of planning and delivering against identified goals.
7. Able to embrace Millfield's broad environment and approach to all-round education.
8. Committed to equality and diversity.

Millfield School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment, as such you are required to attend necessary child protection training and participate fully in activities that ensure the School stays compliant with statutory child protection and safeguarding guidelines issued to the School by ISI and Ofsted.

Applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Baring Service.

☐ I understand the duties listed above.

☐ I require clarification of the duties listed above.

Signed:.....

Print Name:

Date:.....

Millfield School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Offers of appointment are subject to satisfactory references and DBS clearance.
