

**Job Description**

**Tennis Coach**

Level 3

Salary: £25,704 – 26,113 (£13.54 - £13.75 p/h)

**Responsible To: Responsible For:**

Tennis Development Officer N/A

**About the job:**

As part of the Council’s Leisure Services team, you will be responsible for carrying out the duties in connection with delivering tennis lessons at facilities across the South Ribble Borough Leisure Centres.

**Role:**

To help teach and coach pupils of all ages and abilities to develop tennis skills, techniques, and confidence. You will report to the Tennis Development Officer and work alongside other tennis coaches, Duty managers and Centre staff to help ensure that participants are able to learn in a safe environment.

To assist and support a lead tennis coach in the preparation and delivery of group tennis lessons to varying levels of abilities. You will communicate clear explanations and demonstrate appropriate tennis techniques to pupils under the supervision a lead tennis coach.

To assess pupils’ abilities, providing feedback and encouragement to improve the performance of participants.

In accordance with Safe Working Practices Setting up and taking down of equipment before and after sessions.

To be a positive role model, creating a positive environment in which to motivate and encourage participation of pupils.

To make sure safety standards are followed in sessions, ensuring safe provision and use of all equipment.



To maintain pupil registration and records of progress for each pupil taught, throughout the duration of the pupil’s enrolment. You will advise of the appropriate award of badges and certificates as appropriate.

Help to positively promote, develop and grow the Tennis programme in the Centre and throughout South Ribble.

Always purvey a professional manner and represent South Ribble Leisure at external locations and events as required.

Provide a secure and productive learning environment for players.

Attend Tennis Coach meetings and complete mandatory training.

Commit to continuous personal development through the LTA Coach Development Centre.

Flexible working hours including unsociable hours during the evening and at weekends and willing to cover holidays and absences as required.

To take instruction and support the Tennis Development Officer when required.



**Responsibilities:**

**Team:**

* You will work with your colleagues to prioritise team objectives over individual objectives.
* You will support and respect your colleagues at all times**.**
* You will work together to share knowledge and experiences to improve your service.
* You will participate in development activities as required.

**Corporate:**

* You will carry out your duties and responsibilities in line with the Health & Safety Policy and associated legislation.
* You will actively engage with customer care, value for money and performance management.
* Your duties will be carried out in line with our equality scheme.
* You will be compliant at all times with GDPR and data protection legislation.
* Compliance and commitment to Council’s Safeguarding Policies and relevant legislation.
* You will constructively participate in communication and promotional activities.

**Organisational:**

* You will be prepared to take on responsibilities and projects that may be outside of your normal work area but are relevant to your role.
* You will support an inclusive culture which provides opportunities for everyone to participate and progress.
* You will support effective relationships across all Directorates, with stakeholders and external partners to ensure the Council’s priorities and objectives are met.
* You will positively promote and represent the Council at all times.

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| **What the successful candidate will have:**

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| **Qualifications*** LTA Tennis Assistant Level 1
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| **Experience*** A tennis playing background and interest in the sport is beneficial, coaching experience not necessary as this will be gained on the job.
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| **Knowledge** * Basic tactical, technical, physical and mental development skills
* Excellent product knowledge and experience of equipment used for classes.
* Health and safety training and awareness
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| **Skills & Abilities*** Excellent communication skills.
* Good IT skills in order to use electronic registers and lesson administration systems.
* Work with the Team in a positive and constructive manner to achieve results.
* Excellent planning, organisation and differentiation skills for group coaching.
* Good class management and motivational ability.
* Customer care skills
* Ability to follow direction and operate as part of a team.
* Ability to provide constructive feedback, encouragement, and praise.
* Knowledge of current safety requirements for management of tennis groups.
* A level of fitness to facilitate a safe operation of duties.
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 **You will play a key part in our organisational culture:**

**FORWARD THINKING** – Looks ahead to the consequences of decisions and actions

**RESPECT** – Considers impact of all actions on the customer

**PROFESSIONAL** – Demonstrates high standards of professional behaviour and integrity

**PRIDE** – Creates a positive and upbeat culture amongst colleagues

**ONE TEAM, ONE COUNCIL** – Takes initiative to seek out and communicate information relevant to own and team role