

**SPORTS COACH – TENNIS (PART-TIME)**  
**CLOSING DATE FOR APPLICATIONS:15<sup>th</sup> March 2019.**

**A message from the Warden**

Thank you for expressing an interest in working at St. Edward's - a traditional co-educational boarding school with progressive educational principles, set in the heart of Oxford.

St Edward's is a refreshingly different kind of school – the deliberate emphasis on a broad range of academic abilities on entry creates a community that fizzles with varied interests and enthusiasms. We are one of very few schools to successfully offer both A Level and the International Baccalaureate in the Sixth Form, further supporting the diversity of our pupil body.

We want to equip our pupils with the best exam grades they can achieve, and our results and value-add scores show how well we do this; but just as importantly, we believe that education is about the whole person: we emphasise the development of wider learning skills in the class room, complemented by a rich and varied co-curricular programme.

This is a very exciting time for us – we are embarking on an ambitious building programme as the school continues to grow. You can find out more about our academic results and our distinctive ethos on our website <https://www.stedwardsoxford.org/>. You can find a copy of our prospectus [here](#).

**About the School**

Founded in 1863, St Edward's is an independent, co-educational boarding school for pupils aged 13 to 18 (year 9 to year 13); there are presently some 700 pupils, of whom 85% are boarders. Our boy/girl split is 60:40 and overseas pupils make up 15% of our community.

Pupils live in one of 13 boarding Houses, most of which house around 60 pupils from all year groups. Academic work is unquestionably the most important part of any education but at St Edward's, there is much more to school life with numerous other activities including sports, music, theatre, dance and countless societies on offer to all pupils. Beyond school, pupils and staff enjoy being part of the wider community of Oxford.

Pupils take part in a wide range of sports and activities in the afternoons and at weekends. St Edward's has a national reputation for sport: both boys' and girls' teams have been county and regional champions in a variety of sports and at all ages.

**About the role**

We wish to appoint a Sports coach to assist coaching tennis for the Summer term 2019.

**Main responsibilities:**

- To assist coaching tennis during scheduled sessions (Tuesdays and Thursdays with additional days as required)
- The ability to coach pupils from beginners to performance level.
- To deliver excellent and innovative training in accordance with recognised standards.
- To work alongside School staff and external professional tennis coaches when coaching students.
- To ensure all activities are conducted in accordance with the School's Health & Safety and Child Protection policies.
- To ensure satisfactory conduct of pupils during the instruction periods.
- To provide feedback to the MiC of Tennis on the progress of pupils.

The list above is not exhaustive and the Tennis coach will be expected to carry out other reasonable tasks as required by the relevant Master in Charge and/or the Director of Sport

#### **Duration of contract**

The successful candidate will begin work as soon as possible and the appointment will end on 5<sup>th</sup> July 2019.

#### **Hours of work**

1.30pm - 4.30pm Tuesday & Thursday. There may also be a requirement to coach additional days. These are likely to be on a Wednesday and/or Friday between 4.30pm - 5.30pm. The number of working hours may vary and will be agreed between you and the Master in Charge of Tennis.

#### **Holiday**

You will receive holiday pay at the end of each term, based on the number of hours worked during that term. Entitlement will be with reference to the statutory minimum figure of 5.6 weeks per annum for 'full-year' staff.

#### **Remuneration**

Payment will be made for hours worked only, at the rate of £15.39 per hour. Payment will be made on production of completed timesheets.

Salaries are paid on 25<sup>th</sup> of each month, unless the 25<sup>th</sup> falls on a weekend or Bank Holiday, in which case payment will be made on the preceding Friday.

#### **Sickness Benefit**

There is no entitlement to sickness benefit, except for Statutory Sick Pay, which will be paid if the qualifying conditions are met.

#### **Pension**

The role is eligible for membership of the School's pension scheme for support staff.

#### **Miscellaneous**

- Free meals are available may be available subject to work patterns, and only during times when the School's kitchens are in operation.
- You may use the Nuffield Health Fitness & Wellbeing Gym (which is situated on the School site) although this is not a contractual entitlement.
- Car parking is available on site, although this is not a contractual entitlement

#### **Termination of Employment**

The minimum period of notice required to be given by either the post holder or the School is one week, or a period of notice terminating on 5<sup>th</sup> July 2019, whichever is the shorter.

#### **About the Candidate**

<b>Person Specification Characteristics</b>	
Level 1 Tennis Coaching qualification (or higher)	Desirable
Experience of playing tennis to club standard	Essential
Group coaching experience (in any sport)	Essential
Experience coaching a range of abilities and ages	Essential
Ability to maintain confidentiality	Essential
Willingness to be flexible	Essential
Committed to safeguarding children and young people	Essential

Willingness to work within the School's child protection guidance and follow relevant School procedures	Essential
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### **Confidentiality and Data Protection**

In the course of their employment, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the School and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times. The School is registered under the General Data Protection Regulation (GDPR). Staff must not at any time use data held by the school for personal use or disclose such data to a third person/party.

### **Child Protection at St Edward's**

St Edward's is committed to safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security. It is a requirement of the Children Act and Care Standards Regulations that all employees of the School must receive enhanced clearance from the DBS.

### **Health and Safety**

The School is obliged to provide you with a work place and working conditions which, so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others. Employees must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the statutory provisions

### **About the Selection Process**

Those candidates whose applications we are pursuing will be contacted shortly after the closing date and invited to interview. At this stage we will take up references unless the candidate explicitly asks us not to contact a referee at this stage.

If we receive a large number of high-quality applications then we may conduct preliminary telephone interviews in advance of a formal interview at the School. The formal interview will involve meetings with colleagues responsible for the various areas of the School's activities. These interviews will seek to assess how well the candidate meets the requirements of the post, and will include an assessment of the candidate's suitability to work with children. Candidates will be asked to bring with them to interview any certificates relating to qualifications mentioned on the application form and identity and proof of address documents. Any discrepancies or anomalies in the application form will be taken up at interview. As part of the verification process, a candidate's present and past employers may be contacted, whether or not their name is given as a referee.

If you would like further information about this post, please contact the Master in Charge of Tennis, Nick Permain, by email: [permainn@stedwardsoxford.org](mailto:permainn@stedwardsoxford.org)

Early applications are encouraged and application forms can be found on the School website: [www.stedwardsoxford.org](http://www.stedwardsoxford.org)

Completed forms should be emailed or posted to [recruitment@stedwardsoxford.org](mailto:recruitment@stedwardsoxford.org)/ HR Department, St Edward's School, Oxford OX2 7NN. Closing date for applications is 12 noon on 15<sup>th</sup> March. Interviews are likely to take place on 19<sup>th</sup> or 21<sup>st</sup> March.