Ascham School







Head Coach of Tennis

Position Description

Head Coach of Tennis

Department: Sport

Reports to: Head of Sport

Our School

Ascham School is an independent girls' school without religious affiliation, located in Edgecliff, Sydney. Educating girls from Prep to Year 12, with boarding at the heart of School life since 1887. Ascham is proudly the only Dalton Plan school in Australia. Its principles of independence, collaboration, responsibility and reflection shape every girl's learning, with small classes and teachers who have their own classrooms. Ascham is a school known for its exceptional academic program, inclusivity and inspiring environment for day and boarding students.

We value staff who demonstrate a positive, proactive approach to their work and have a willingness to participate in the life of the school. We look for energetic, dedicated and capable staff who are full of ideas; embrace a fast-paced environment; and demonstrate initiative, empathy and professionalism to help the school achieve its strategic objectives.

Job Description

The Head Coach of Tennis is responsible for leading and developing an innovative and engaging tennis program. This includes summer season Team Tennis in partnership with the Independent Girls Schools Association (IGSA) and Junior IGSA (JIGSA); as well as tennis lessons during both the school year and term breaks.

This role's dual focus is maximising the positive effects of school sports involvement for our students, while also providing a highly sought after Community Tennis Program.

Key to this role is the ability to drive Ascham Tennis to the next level; and ensure that every team in the school is well supported regardless of ability or age, with games occurring in a safe and friendly environment that encourages excellence and good sportsmanship amongst participants.

Core Job Role Accountabilities

- Work collaboratively with the Sports Department and wider school community to encourage, develop and execute strategies to create a culture of sustainable continuous improvement across Ascham Tennis.
- Develop and drive an overarching vision for Tennis at Ascham, cultivating an engaging journey for students that aligns with the school's vision and values.
- Maintain timely and professional communication with the Head of Sport, Sports Administration team and key stakeholders across all aspects of the Tennis program, from strategic priorities and season preparation through to scheduling, selection, student wellbeing and post-season review.
- Provide effective leadership to student-athletes to encourage holistic development through the introduction of effective programs to support both successful academic development and sporting excellence.
- Recruit, lead and mentor a coaching team to support the vision and values of Ascham Sport.
- Take a pro-active approach to monitoring and maintaining health and safety standards within the program including injury prevention and incident management.
- Ensure compliance with the School's Code of Conduct and all other internal policies and procedures.
- Work in accordance with the Ascham Staff Code of Conduct.
- Other duties as directed by the Head of Department.

Pre-Season

- Work with relevant sports department colleagues to recruit and develop high-quality coaching staff.
- Implement an appropriate trial period focused on allocating players to teams or lessons and developing them accordingly
- Schedule, plan and oversee all development opportunities including competitions, tournaments, trainings and matches.
- Actively participate in the school representative pathway including engaging in opportunities to act as coach, selector or manager of Association Representative Teams.
- Organise, program and attend key events such as Trials, Matches (both School and Club Tournaments) and Emerging Athlete Camp including talent identification.
- Liaise with the Head of Athletic Wellbeing in relation to necessary training and pre-screening.
- Work with the Sports Administration team to identify venues and secure bookings for appropriate facilities.
- Maintain and purchase equipment in consultation with the Head of Sport.

In Season

- Work with Sports administration staff to track and record progression of individual students, teams and competition performances.
- Attend Saturday and mid-week fixtures to coach teams and/or oversee the continuing development opportunities of the Tennis coaching team.
- Mentor the student leaders associated with the Tennis program and engage them in playing an active role in the promotion of Tennis within the Ascham community.
- Complete weekly program administration tasks such as role marking, student feedback, student awards and any behaviour management issues.
- Actively participate in the weekly Sports Department meeting to help set and deliver on the school's strategic priorities within sport.

Post Season

- Actively participate in an end of season review to evaluate the effectiveness of the Tennis program and provide recommendations for future development.

Mandatory Requirements

- A Development Level Coaching Qualification in Tennis (or willingness to obtain).
- Demonstrated coaching experience within a youth sports context, and with a strong background across the 4-18 years age bracket.
- Attention to detail and outstanding organisational skills.
- Strong people management skills and proven ability to lead a team.
- Ability to work collaboratively with stakeholders
- Ability to be an effective team member, assist members of the department and share resources.
- High levels of initiative and passion to drive holistic sports involvement, and contribute to the life of the school
- High levels of professionalism, confidentiality and ability to respond promptly to parent concerns
- Ability to submit student reports at a professional standard that show an understanding of each student.
- A current First Aid / CPR Certificate and valid Working with Children clearance.
- Demonstrated understanding of child safety and appropriate behaviours when engaging with children.

Anticipated Commitment

The Head Coach of Tennis is a permanent full-time position. It is envisaged that this position will have a larger summer season commitment (Terms 1 & 4) and a smaller winter season commitment (Term 2 & 3).

Acknowledgment I have reviewed this position description and understand the duties and responsibilities of the role.	
Name	
Signature	
Date	