



RECRE8 COURSES COACH (Tennis)



THE DEPARTMENT AND POST

At Recre8 we offer a wide range of term time and holiday courses in a variety of sporting, artistic and educational activities including Swimming, Drama, Climbing, Gymnastics, Tennis, Cookery, Art and 11+ Tuition, plus lots, lots more. Our coaches and tutors are all highly qualified in the specific activity they lead, and our structured, progressive courses and incredible facilities enable us to offer an unrivalled quality of coaching and tuition.

The Recre8 Courses Coach will play an essential role within the Recre8 team, responsible for the planning, delivery, and evaluation of creative sessions while ensuring the highest standards of customer care are maintained at all times.

Reporting to the Recre8 Courses Manager, the post-holder will be instrumental in delivering enjoyable and innovative courses, promoting child welfare, and supporting the department's reputation for outstanding service. The role also involves direct communication with parents, ensuring their needs and expectations are met throughout the course experience.



JOB DESCRIPTION

Job Title Recre8 Courses Coach

Reporting to Recre8 Courses Manager

Main Purpose To work as part of the Recre8 team in planning, delivering and evaluating children's courses, ensuring high levels of customer service.

MAIN DUTIES

- Prepare and plan engaging, effective teaching and learning sessions/courses.
- Maintain awareness of key factors influencing session delivery, including National Governing Body (NGB) guidelines, the National Curriculum, and established best practice.
- Lead and deliver high-quality sessions and courses as required.
- Follow best practice in relation to health and safety, including the completion of risk assessments where necessary.
- Maintain high standards in all aspects of safeguarding and child protection, including keeping safeguarding training up to date.
- Gather, prepare, and maintain the resources needed for effective session delivery.
- Maintain accurate written records and registers as required.
- Ensure the welfare and well-being of all participants throughout the duration of the course, including responsibility for attendees from enrolment onwards.
- Develop new session ideas and activities appropriate to the needs and abilities of course participants.
- Be available to discuss sessions and participant progress with parents/carers when required.
- Deliver excellent customer care and maintain a high-quality service at all times.
- Follow appropriate procedures and complete any required documentation for incidents involving participants under supervision.
- Prepare certificates of attendance and awards for distribution at the end of each course, liaising with the Recre8 office where necessary.
- Undertake mandatory training to maintain qualifications and attend additional training sessions as required.
- Work collaboratively as part of a team and attend team meetings when required.
- Carry out any other duties reasonably requested by the Line Manager.

CONFIDENTIALITY

The successful candidate must maintain the confidentiality of information regarding the School, its staff and its business. Information must not be communicated to other persons in or outside the School except in the recognised course of their duties.

CHILD PROTECTION

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he or she is responsible, or with whom he or she comes into contact will be to adhere to and always ensure compliance with the School's Safeguarding and Child Protection Policy. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he or she must report their concerns to the Designated Safeguarding Lead or to the Headmaster.

PERSON SPECIFICATION

Skills and Abilities

- Ability to work on own initiative.
- Team player with willingness to support others in their roles.
- Ability to provide exceptional customer service at all times.
- Knowledge of safety requirements and child protection issues.
- A reliable and enthusiastic individual with a flexible approach to work.
- Excellent verbal and written communication skills with an ability to deal with a wide range of people including school staff, children and parents in a professional and friendly manner.

Knowledge and Experience

- Experience of working as a holiday course coach and/or experience of working with children.
- Qualified or experienced in coaching **Tennis**.

Qualifications

- Level 2 LTA qualification.

AVAILABILITY

To aid cohesion and provide continuity for customers and attendees, we prefer applicants who are available for both Easter and Summer programmes (in whole or part). An application will benefit from intent to return for multiple seasons/years.

LOCATIONS

Courses are based at both Tonbridge School and The New Beacon School and successful candidates may be offered roles at either or both locations - this will be determined once the courses are viable. Please mark on the availability form which sites you are able to accept a role at, noting that The New Beacon site is not easily accessible via public transport.

HOURS OF WORK

Employment is on a casual basis and hours are allocated subject to appropriate numbers of bookings with no guarantee of work.

REMUNERATION

£26.50 per hour including proportionate holiday pay

Tonbridge School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to any post, including checks with past employers and the Disclosure and Barring Service.

APPLICATION PROCESS

SUBMITTING AN APPLICATION

Full details and an application pack may be found at:

<http://www.tonbridge-school.co.uk/jobs>

Apply via our online application form or, send your completed application form to:

hrdept@tonbridge-school.org

01732 365555

Closing Date: Thursday 4 June at 12 noon

We reserve the right to interview and appoint prior to the closing date for applications, so early applications are encouraged.

