



Job Description

Position: Tennis Coach
Department: BISP SEA Eagles Tennis Academy

Times

Working hours: A Minimum of 30 contact hours per week

- Monday to Friday academy timings from 14.30 – 18.00 pm. plus some morning sessions from 6.00-7.00 am. HP private between 8:00 - 14:00 and adult clinics as assigned

Report to:

Director of Tennis

Job Role:

To deliver a professional, quality and fun tennis coaching programme to children and adults of all abilities according to BISP Tennis Academy standards and procedures.

Key Responsibilities and Tasks:

- Present a professional appearance and attitude at all times
- Maintain an excellent standard of service
- Support the tennis programme which caters for all children of all abilities, incorporating group coaching, free play, social tennis, and private lessons
- Assist in the preparation, organization and delivery of all tennis tournaments
- Promote the tennis programme and actively aim to improve all players
- Ensure Health and safety is to the highest standard both on and off the courts
- Take personal responsibility for the maintenance, repair and security of BISP equipment and the satisfactory appearance of BISP sites to ensure the meeting of player expectations
- Helping other coaches with equipment organization and storage equipment tidy
- Work as part of a team to set up, pack up, and proactively provide assistance to all players using the tennis equipment each day
- To practically help with the set up of the centre at the start of the session and the pack down of the centre at the end of the session
- Help organize and host social events, and generally interact with players at all times
- Be flexible in your job role and willing to assist in all other duties, within reason, as requested by your manager according to training you have been given.
- Helping other coaches with cover up/ make up sessions as requested by Tennis Director
- Helping Tennis director with curriculum design/session plans for the group category that has been assigned.





Personal Specification Qualifications and Experience required:

- RPT Coach qualification or working towards one
- ITF qualifications recommended
- GPTCA qualifications
- First Aid certificate valid for the duration of the contract
- Must speak English at all times
- Experience of coaching both adults and children of varying ability
- Experience of organizing Tennis Tournaments
- Previous customer service experience.
- good level of playing ability

Knowledge, Skills and Abilities required:

- Ability to deliver fun, engaging, safe and informative Tennis sessions
- Knowledge of Mini Tennis
- Knowledge of current Tennis developments
- Knowledge of the RPT Tennis structure
- knowledge of Universal tennis ranking and ITF
- Ability to effectively communicate with players of all ages, management, and other staff
- Ability to work well within a team and maintain effective working relationships
- Able to work on own initiative and follow verbal and written instructions.

Presentation:

- Clean and tidy appearance
- Personal Qualities: Approachable, welcoming, friendly, and enthusiastic.
- Self-motivated, Flexible and Punctual.

