



**Job Description**

<b>Job Title:</b>	Resident Tennis Coach (Graduate)
<b>Hours of Work:</b>	Full Time/Term Time (may be required for additional pre-season sports trips)
<b>Department:</b>	Sports
<b>Accountable to:</b>	Head of Tennis
<b>Number of direct reports:</b>	No direct reports
<b>Budgetary responsibility:</b>	N/A
<b>Location:</b>	Stowe School
<b>Purpose of the role:</b>	To coach Tennis at Stowe School

**The Stowe Group**

The Stowe Group of schools (Stowe, Ashfold, Swanbourne House and Winchester House) is situated on four separate sites in Buckinghamshire and Northamptonshire and educates children from 3-18 years. Within The Stowe Group there are more than 1,800 pupils and 800 members of staff. The schools occupy sites of historical significance in Swanbourne, Dorton, Brackley and the world-famous landscape gardens at Stowe, where we work with The National Trust to manage 880 acres and open the grounds to over 200,000 visitors a year. Stowe House is open to the public during the School holidays and for guided tours during term time. The Stowe Group is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. In 2021, The Stowe Group launched its transformational Change Makers vision and Change 100 programme

**Vision & Ethos**

We are Change Makers

Stowe stands in the most sublime setting of any school in the world. Historic buildings, landscaped gardens and the very spirit of the Enlightenment sit at the heart of its founding. But, as this remarkable landmark enters its second century as a leading public school, we believe that beauty and tradition are not enough: our future vision for the School embraces change, uncertainty and the challenges that will face our pupils not just during their academic careers, but throughout the rest of their lives in a world which is increasingly complex and ambiguous. Within that volatile environment we see our pupils and staff as Change Makers. They will make a lasting impact not only while they are here at Stowe, but, perhaps more importantly, in the wider world. The history of this place, both as a stately home and as a pioneering school remains important to our mission of education, and at the heart of a Stowe education remains intellectual enquiry, academic curiosity and a love of learning. We strive for a balance of rights and responsibilities, equality and inclusion and to treat each pupil and member of staff as an individual. Our vision is inspired by a

history of progressive thinking, and has been developed through collaboration with our pupils, parents, teachers, support staff, governors and alumni. Yes, we teach pupils how to excel in exams, but we also teach them how to collaborate, how to solve problems and how to think critically. Stowe is educating a generation of Change Makers ready to transform the world.

The Group's talented and committed workforce is one of our greatest strengths. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers and support staff. We focus on employee wellbeing, provide opportunities for professional growth and we create a culture of community and partnership.

## **Key Tasks:**

### **Key Responsibilities and Accountabilities:**

- To promote the aims of the School at all times with colleagues, parents, pupils and the public.
- To provide good quality teaching and coaching, with the effective use of appropriate resources to deliver the highest standards and achievements for all pupils.
- To play a full part in a boarding School with commitment to teaching, pastoral care, extra-curricular activities and School duties.
- To assist in the recruitment of pupils and to promote the School and Department.
- To attend all appropriate Health & Safety (COSHH) and Child Protection training issues related to the pupils, School and Department.
- To coach tennis to a range of players.
- To assist the Head of tennis with administrative work as required
  
- To assist the Head of Tennis to deliver a well organised and positive learning environment for the development of pupils at Stowe.

### **Key Tasks: Responsibilities during Sports sessions**

1. To coach individuals or groups as directed by the Head of Tennis
2. To lead the sessions imparting technical and tactical information to Stoics
3. To ensure there is a positive learning atmosphere on the tennis courts and work proactively to manage the behaviour and attitude of the tennis players
4. To assist the Stowe staff with their knowledge of tennis techniques and tactics
5. To ensure practice/playing equipment is organised and ready for each session
6. To ensure practice/playing equipment is put away at the end of the coaching sessions
7. To ensure that the Stoics play in a safe environment and practice and games are conducted with health and safety a top priority
8. To assist with the administrative requirements involved with tennis
9. To assist with team selection and pairings for matches
10. To assist with the registering of pupils

11. To check SOCS details are correct
12. To contribute to the Sports social media sites on Instagram to assist with the marketing and communication for the whole department
13. To assist with video analysis, including organising and clipping footage so that it is ready for review
14. Ensuring all coaches are able to access the match footage and use it for team analysis and feedback sessions
15. To undertake any additional duties within reason as defined by the Director of Sport
16. To ensure adherence to statutory Health and Safety and Data Protection Legislation at all times
17. To ensure compliance with the current teaching staff handbook.

## **2. Responsibilities on match days (if appropriate)**

- 2.1 To ensure that match equipment and playing kit is organised for all matches
- 2.2 To assist master in charge with other organisation as required such as: the state of courts; catering; transport; visiting teams; etc
- 2.3 To manage matches as required
- 2.4 To ensure adherence to statutory Health and Safety and Data Protection Legislation at all times

## **3. Social and moral welfare of pupils**

- To take responsibility for the educational, social and moral welfare of pupils in the context of Stowe's boarding community.
- To chaperone Pupils if not needed in Sports.

## **3. Assessments and reports**

- To provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

## **4. Review and Professional Development**

- To keep abreast of developments in his/her sport(s) and its coaching methods in order to maintain a high level of professional competence Staff should also participate in arrangements within the agreed framework for review and professional development, including INSET.

## **5. Discipline, Health and Safety**

- To maintain good order and discipline among pupils and safeguarding their health and safety both on the School premises and when they are engaged in School and other activities elsewhere, within the framework of the Health and Safety Policy documents.



- To adhere to and manage all appropriate Health & Safety legislation, risk assessments and Child Protection training issues related to the Department.

**6. Meetings**

- To participate in all meetings which relate to the school curriculum, school organisation and school administration and to attend Chapel, assemblies and other school events as required by the Head.

**7. School Duties**

- To undertake the supervision of pupils at mealtimes, on school journeys and on school premises as required by the duty rota.

**Person Specification:** The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• LTA Level 2</li> <li>• Degree or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• LTA Level 3 or above</li> </ul>
Specialist Skills and Experience	<ul style="list-style-type: none"> <li>• Previous coaching experience</li> <li>• Personally committed to continued professional development</li> </ul>	<ul style="list-style-type: none"> <li>• High level of playing experience</li> <li>• Experience of coaching in an independent and/or state boarding environment</li> <li>• Good ICT skills</li> <li>• Driving license</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Enthusiastic and energising</li> <li>• Patience</li> <li>• Good organisational skills</li> <li>• Good professional manner and appearance</li> <li>• Excellent practitioner able to inspire pupils in the love of your sport</li> <li>• Ability to communicate effectively with pupils, staff and parents</li> <li>• Willingness to contribute to the life of a busy boarding school</li> </ul>	

This job description and Person Specification reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder

**Date agreed: June 2026**