



Assistant Tennis Coach Position Description

Position Responsibility Summary and Key Working Relationships

Functional Title: Assistant Tennis Coach	Department: Beacon Explorers
Date: May 2022	

Relationships and Networks

Lead by:	<ul style="list-style-type: none">• Head of Tennis• Head of Beacon Explorers
Collaborates with:	<ul style="list-style-type: none">• Staff• Students• Parents
Leads:	<ul style="list-style-type: none">• Students
Position conditions	This is a casual position commencing immediately.
Reference Documentation	<ul style="list-style-type: none">• Staff Code of Conduct• College Policies and Practices• Report Style Guide

Primary purpose of the position

The role of the Assistant Tennis coach is to provide training to students who wish to learn how to play tennis, improve their tennis skills or compete in tennis tournaments. They develop training programs based on students' tennis skills and evaluate student's performance.

The incumbent must have excellent organisational and time management skills, demonstrate high communication skills and enjoy the challenge of working as part of a team providing a high standard of service and support to key groups - parents, students and staff - within the College community.

Key Responsibilities for the position:

- Provide on-court coaching according to the programs developed by the Senior Tennis Coach.
- Provide feedback to the Senior Tennis Coach regarding the tennis programs, player development and general enquiries.
- Assist the Senior Tennis Coach to implement innovative coaching programs focusing on participation at all levels.
- Ensure the health and safety of all participants.
- Ensure high standards of customer service and quality programs are maintained at all times
- Ensure equipment is kept clean and tidy at all times.
- Liaise with parents regarding the behaviour and development of their children and respond to any queries.
- Ensure that all WHS procedures are followed and that necessary levels of First Aid equipment are available.
- Perform any other support tasks, as directed by the Senior Tennis Coach from time to time that are broadly consistent with the position statement, the status of the post within the College and the classification criteria of the Educational Services (Schools) General Staff Award 2010.

Physical Capabilities

- Sitting (Occasional 1-33%)
- Standing (Frequent 34-66%)
- Walking (Frequent 34-66%)
- Talking (Frequent 34-66%)
- Listening (Occasional 1-33%)
- Steps / stairs (Frequent 34-66%)
- Carrying (Occasional 1-33%)

Workplace Health and Safety Responsibilities

- Ensure that any hazards, incidents (including near misses) and injuries are reported immediately to relevant management.
- Cooperate in relation to activities taken by the College to comply with WHS legislation
- Participate in consultation, meetings, training and other health and safety activities where required.
- Ensure only authorised, adequately trained staff undertake assigned tasks
- Take reasonable care for personal health and safety and the health and safety of others in the workplace.

Qualifications

The successful applicant must hold (or be in the process of obtaining):

- Current HLTAID003 Provide First Aid qualification or equivalent
- Working With Children Check
- A current Police Certificate
- Australian citizenship or permanent residency

Selection Criteria

Essential

- Minimum of a Tennis Australia Junior Development Coach qualification or equivalent
- Experience coaching tennis at all levels
- Demonstrated excellent interpersonal skills, including the ability to interact effectively with a range of stakeholders, including parents, students, staff and providers.
- Demonstrated capacity to apply analytical and problem solving skills to non-routine activities
- Demonstrated flexible approach to work
- Possess the maturity to deal with people at all levels of the organization

Desirable

- Familiarity with the operation of schools

Child Safety Statement

Beaconhills College has zero tolerance for child abuse. Beaconhills is a child safe employer and is committed to the welfare of children and their protection.

Beaconhills has systems to protect children from abuse, and will take all allegations and concerns very seriously and respond to them consistently, in line with our policies and procedures.

All potential employees and volunteers will be required to comply with the College's Child Safe Policy and Code of Conduct, which are available on its website. Beaconhills performs thorough assessments of potential and existing employees in accordance with the legislated Child Safe Standards. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person and is suitable for work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, Criminal Records Checks, Working with Children Checks and checks of social media accounts.

Beaconhills College is committed to Equal Employment Opportunity principles and is committed to the principles of merit-based selection, equity, diversity and procedural fairness in our recruitment process.

Aboriginal and Torres Strait Islander peoples are encouraged to apply for all positions at Beaconhills College.

Vaccination Statement

It is a requirement of all staff members of Beaconhills College to be fully vaccinated* with a COVID-19 vaccine that has been registered or provisionally registered by the Therapeutic Goods Administration or has been approved by a comparable overseas regulator, as determined by the Therapeutic Goods Administration under regulation 16DA93) of the Therapeutic Goods Regulation 1990 of the Commonwealth.

Proof of vaccination status or an original certified copy of a valid medical exemption will be required as part of the employment process.

*Fully vaccinated means if you have received three doses of a COVID-19 vaccine.