

## **TENNIS INSTRUCTOR (LEVEL 2)**

### **Regional Pool and Tennis Centre & Tredegar Park**

**£12.00 per hour - £23,141 per annum (pro-rata)**

#### **Casual**

Newport Live is an award winning not for profit sport, leisure and cultural trust; and registered UK Charity with an excellent track record of delivering innovative programmes and services to our communities and residents that *'inspire people to be happier and healthier'*.

We are looking to recruit a suitably qualified Tennis Instructor to join our award-winning Tennis Development Team based at the Regional Pool and Tennis Centre the Tredegar Park Tennis Courts.

The role will involve coaching both Junior and Adults of all ages and experience within the Tennis Programme at Newport Tennis Centre. The delivery of the LTA Youth Programme and other LTA Initiatives such as Youth Start, and LTA Tennis Xpress will also be a focus of the role alongside our current Group lessons.

You will hold a minimum of an LTA Level 2 Qualification and a valid Coach Accreditation Certificate along with the relevant experience within coaching, demonstrating ability to deliver high quality tennis lessons to young people and adults across a wide range of abilities.

The post is exempt from the Rehabilitation of Offenders Act (1974) and is subject to a successful Disclosing and Barring Service (DBS) check.

For an informal discussion about the post please contact Newport Live enquiries on 01633 656757 and ask to speak with Luke Difranco, Tennis Manager, or email [luke.difranco@newportlive.co.uk](mailto:luke.difranco@newportlive.co.uk)

#### **Application Process**

You can download an application form and job description via the Newport LIVE website [www.newportlive.co.uk](http://www.newportlive.co.uk) alternatively they are available via e-mail request from [jobs@newportlive.co.uk](mailto:jobs@newportlive.co.uk)

Please return the completed application forms to [jobs@newportlive.co.uk](mailto:jobs@newportlive.co.uk)

- Closing Date January 3rd, 2025
- Shortlisting week commencing 6th January 2025
- Interviews will take place in the week commencing 13th January 2025

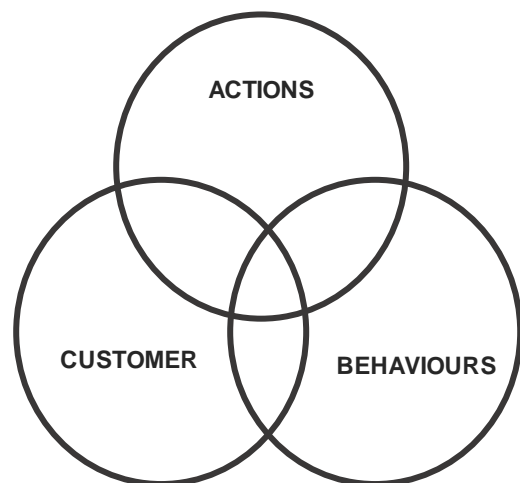
## **JOB DESCRIPTION**

<b>POST:</b>	<b>Tennis Instructor (Level 2)</b>
<b>JOB PURPOSE:</b>	To deliver sessions and assist the Tennis Manager in expanding the Newport LIVE Tennis Programme. The Tennis Instructor should be organised and have good communication skills. The successful candidate should have a passion for tennis and will be expected to work with players of all ages and abilities.
<b>RESPONSIBLE TO:</b>	Tennis Manager
<b>SALARY:</b>	Grade 3 - SCP 15
<b>KEY RELATIONSHIPS:</b>	Tennis Manager, Tennis Support Officer, Tennis Coaches, Operational Management Team, Customer Service Team.
<b>BASE LOCATION:</b>	Newport Tennis Centre, Tredegar Park, Other Newport LIVE venues, local schools and other locations required for promotional activities.
<b>MANAGEMENT RESPONSIBILITY:</b>	Tennis Leaders & Tennis Activators

**I will be successful in my role when:**

- All of my key operational responsibilities are consistently delivered to a high standard.
- I achieve all key performance indicators specific to my role.
- I role model the behavioural values of Newport Live through my performance.
- I work collaboratively across departments and service areas to deliver exceptional customer service to Newport Live's customers.
- Through my performance and passion, I inspire people to be happier and healthier

**HOW MY PERFORMANCE IS MEASURED**



**DISCLOSURE AND BARRING:**

This post may result in you having contact with children, the elderly, sick or disabled. Newport Live, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children's Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those this would normally be regarded as spent. You must complete the relevant section on the application form, applications will be returned if this section is incomplete. If successful in your application, you will subject to a Disclosure and barring check.

**OPERATIONAL RESPONSIBILITIES:**

- 1 Organise Tennis activity constructively and safely in line with the LTA and Newport Live framework.

- 2 Plan and deliver structured group lessons using the appropriate LTA Resources for each lesson.
- 3 Maintain your knowledge of tactics, techniques, rules of tennis and the LTA framework and proactively help share knowledge to develop the team.
- 4 Deliver Group Coaching lessons at all levels within the Newport Live Tennis Programme as directed by the Tennis Manager.
- 5 Give advice on tactical and technical improvement for all players in lessons including Tots Tennis, LTA Youth Programme and Adult Tennis.
- 6 To support fellow coaches/assistants and the Tennis Manager in delivering the squad programme syllabus for all players currently on the Tennis Development Programme.
- 7 To Deliver School coaching programmes as directed by the Tennis Manager in line with the LTA Youth Schools Programme.
- 8 To set up and pack internal and external equipment so that facilities are ready and available for customers to use.
- 9 Organise and run competitions/leagues in line with Tennis Wales and Newport LIVE rules and regulations.
- 10 To provide assistance in all areas of the centre including coaching, events, sales, marketing and administration.
- 11 To assist the Tennis Manager in growing the Tennis Development Programme by proactively recruiting players through outreach and any other programmes directed by the Tennis manager.
- 12 To report to the Tennis Manager on all coaching matters when appropriate.
- 13 To maintain and be responsible for accurate administration records for all coaching sessions
- 14 Passionately communicate and promote the vision of Newport LIVE, Tennis Wales and the LTA
- 15 To ensure compliance with all statutory legal requirements and in particular the Health & Safety at Work Act (1974) and Child Protection Act.
- 16 To undertake training, as/when required, as part of the LTA Continuous Development Programme and as directed by the Tennis Manager.
- 17 To deliver excellent customer service by meeting and exceeding the Tennis programme minimum standards.
- 18 To attend Tennis Coach Forums/Meetings as and when required.

The person undertaking this role is expected to work within the policies, ethos and aims of Newport Live and to carry out such other duties as may reasonably be assigned by the Chief Executive of Newport Live. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. The post holder will work to deliver agreed performance objectives; these will be reviewed on a regular and formal basis through Newport Live performance management processes.

**Tennis Instructor (Level 2) – PERSON SPECIFICATION**

<b>Area</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	1.1 Hold a current Lawn Tennis Association Level 2 Qualification (C)	1.6 Working with people with a disability in a sporting programme (I)

	<p>1.2 Hold Current LTA Accreditation (C)</p> <p>1.3 Possess a knowledge of the LTA Youth development pathway and competition environments (Cardio Tennis, Tennis Xpress and Touch Tennis qualification/training) (A,I)</p> <p>1.4 LTA Youth Start Training (A)</p> <p>1.5 Hold Current Emergency First aid Certificate (A,C)</p>	<p>1.7 LTA Youth Programme Training (A)</p> <p>1.8 LTA Youth Compete Training (A)</p> <p>1.9 Other UKCC sports qualifications (A,C)</p>
<b>Knowledge, Skills &amp; Competencies</b>	<p>2.1 Possess excellent communication skills, verbally and written with colleagues, young people, and partner agencies (A,I)</p> <p>2.2 Possess excellent time management and organisational skills (A,I)</p> <p>2.3 Possess a customer focused approach (A,I)</p> <p>2.4 Ability to work on own initiative (I/T)</p> <p>2.5 Ability to work with young people from varying backgrounds and with children/adults with specific needs (I)</p> <p>2.6 Knowledge of tennis guidelines/standards (I)</p>	<p>2.7 Welsh speaking (A)</p>
<b>Experience</b>	<p>3.1 Experience of interacting with adults and young people and young people in a busy customer service environment (A,I)</p> <p>3.2 Experience of working with adults and young people in a Tennis environment (A,I)</p> <p>3.3 Experience of delivering Beginner and Intermediate coaching levels (A)</p> <p>3.4 Experience of event and competition organisation (A,I)</p> <p>3.5 Experience of working in a Tennis Environment and coaching team (A)</p>	<p>3.6 Experience of promotion, sales and marketing of Tennis or sporting programmes (A)</p> <p>3.7 Experiences of leading individual/hitting coaching lessons. (A)</p>
<b>Personal Attributes</b>	<p>4.1 Self-motivated and punctual (I)</p> <p>4.2 Patience and understanding whilst working with all pupils including children/adults/groups with specific needs (I/T)</p>	

	<p>4.3 Display a professional attitude in approaching challenges in the workplace (I)</p> <p>4.4 Be able to show commitment to continuous personal development and willingness to continue training. (I)</p> <p>4.5 Able to work to tight deadlines and under pressure (A)</p> <p>4.6 Demonstrate high standards of personal appearance and maintenance of a clean working environment (A)</p> <p>4.7 Be physically able to undertake full duties of the role (T)</p>	
<p><b>Other</b></p>	<p>5.1 Ability to work flexibly including mornings, daytimes, evenings and weekends (A)</p> <p>5.2 Understanding and demonstrate a willingness to promote positively the Equal Opportunities Policy of Newport Live (I)</p>	

**Method of assessment (\* M.O.A.)**

A: Application form (including shortlisting)

C: Certificate

E: Exercise

I: Interview

P: Presentation

T: Test

AC: Assessment Centre