**Job Description**

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| **Job Title:**  | Head Professional, Real Tennis |
| **Date:**  | 1 Oct 2015 |
| **Department:**  | WCE |
| **Reports To:** | Commercial Manager WH&FC for all matters except Wellington College pupils/matches etc – Director of Sport |
| **Responsible For:** | Assistant Real Tennis Professional |

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| **Purpose of the Position:** |
| We have two main ambitions with the development of this court - firstly to create a successful and flourishing Real Tennis Club of national and international standing, and second to develop Real Tennis at Wellington College and create new generations of world-class talent.The Real Tennis Professional will provide coaching and operational management of all Real Tennis activities including the operation of the Real Tennis Club as part of WH&FC. The College and Clubs’ ambitions stretch to success in the international arena and the Real Tennis Pro will be the leading force in that success. |

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| **Main Tasks and Responsibilities:** |
| * For Wellington College
* Organise Real Tennis within the sports programme and as an extra-curricular activity
* Organise internal and external Real tennis competitions
* Improve participation in competitive Real tennis
* Develop a range of discipline-based introductory events to promote participation in competitive Real Tennis
* Develop a range of training programmes to improve Real tennis skills and enjoyment of competitive Real Tennis
* Develop and improve the profile of Real tennis as a sport across the College
* Work with the Director of Sport and the Prep Schools programme to run a pro-active outreach programme
* Work with the T&RA in conjunction with national competitions
* Work within a budget for all Real Tennis
* Assist with general administration for the Sports Department and College
* Manage all aspects of the Wellington College Real Tennis Club as part of WH&FC, including
	+ Advertising and marketing the Real Tennis Club
	+ Maintaining auditable accounts of all membership categories, court bookings, sales and fees
	+ Management of the Real Tennis Club budget and achievement of membership number targets
	+ Application of appropriate Safeguarding rules on the site
	+ Management of bookings and booking paperwork
	+ Stewardship of competitions and tournaments
	+ Writing and updating NOPS and EAPS
	+ Co-ordination of repairs and refurbishments with the Estates Bursar
	+ Health & Safety
	+ Cleaning and basic maintenance of the whole facility
	+ Security of the whole facility
	+ Liaison with WH&FC

For both* Manage all IT and CCTV systems for operation and performance aspects of the Club and coaching
* Observe Health and Safety requirements under the Health and Safety at Work Act 1974 and associated regulations, carrying out and updating risk assessment when necessary
* Manage regular maintenance and arrange servicing and repairs of equipment
* Undertake any other duties as required by the line manager
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| **Person Specification:** |
|  | **Essential Experience** |
| **Education** | There are no essential educational requirements, but the role will operate in an environment where peers are educated to at least first degree level |
| **Knowledge and experience** | * Membership of the T&RA
* Experience within competitive Real Tennis, especially of coaching, ideally at national or international level
* Experience of lead responsibility for the operation of a club of similar size and ambition
* A thorough knowledge of court safety, risk assessments and health and safety applicable to competitive sporting activities and facilities
* An interest in and appreciation of the technical aspects of Real Tennis
* Relevant qualifications and experience in coaching, equipment and marking
* First Aid qualified or prepared to undertake the necessary training
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| **Skills and special aptitudes** | * Excellent communicator, able to communicate effectively to students, staff and members
* Evidence of successful coaching skills
* Numerate and able to manage Excel spreadsheets, and basic budget management
* Organised and able to prioritise workload, in particular to equally balance the demands of coaching and the Real Tennis competition season with the financially successful management of the Club
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| **Disposition and personal qualities** | * Excellent organisational and inter-personal skills
* Up-to date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people
* Effective management of commitments and deadlines
* Ability to work collaboratively and supportively with colleagues within school and with colleagues in other organisations
* Ability to motivate and encourage participation in Real Tennis
* Respect and value of the different experiences, ideas and backgrounds others can bring to work and to teams
* Ability to work effectively both as part of a team and also independently
* Empathy for pupils, parents, staff and the community
* A healthy sense of humour and a can-do attitude
* Commitment to continual personal and professional development
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| **Benefits Package** |
| **Basic salary**: Variable from £20,000 in the first full operating year, reducing to £12,000 by year 3**Performance Based Pay:** Performance based pay will be achievable through the sale of memberships, court bookings and equipment. Assuming he Real Tennis Pro achieves the targets set in the Business Plan, a total income of about £60k should be achievable by year 3 of full operation. Full details of the modelling used to calculate this figure are shown in the Business Plan. Full terms and conditions will be included in a letter forming part of the contract of employment. No accommodation is available |

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| **Terms** |
| * This is a 52 week per year, Non-Teaching Staff contract
* The RT Pro will be expected to work the hours necessary to make the Club successful and fulfil the business plan. This is likely to be not less than 40hours per week during term time
	+ Core hours are 1000-1600 Monday to Friday, and the remaining hours to be worked according to the timings of classes, training/competition schedules and requirements of running a successful Club
* There is no entitlement to overtime.
* Time off in lieu will only be granted in exceptional circumstances
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The College reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the College’s business.

In exceptional circumstances, the Post holder will be required to undertake other duties and responsibilities of a similar post in order to support workload peaks, skill shortages, to ensure priorities are met. This will be sensitive to available resources and individual skills and will be generally in the same area.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

As an organisation using the Disclosure and Barring Service (DBS) to assess applicants’ ability for positions of trust, Wellington College complies fully with the DBS code of practice and undertakes to treat all applicants for positions fairly. It does not discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

The College is an equal opportunities employer and is fully committed to a policy of treating all its employees and job applicants equally and does not discriminate on the grounds of race, sex or marital status.

All employees are required to ensure that all duties and responsibilities are discharged in accordance with the Colleges’ Statement of General Policy. They should take reasonable care for their own Health and Safety and that of others who may be affected by what they do or do not do. Staff should correctly use work items provided by the College, including personal protective equipment in accordance with training and instruction.