



Canterbury

POSITION DESCRIPTION

POSITION	Tennis Coach
REPORTS TO	Head Tennis Coach
SALARY	Pay rates and levels are determined in accordance with the Canterbury College Enterprise Agreement 2022
DATE	July 2023

RELATIONSHIPS AND AUTHORITY:

This position is responsible to the Head Tennis Coach in all daily operations.

POSITION PURPOSE:

The Tennis Coach is responsible for delivering quality, engaging and educational tennis lessons to clients, ensuring programs are safe and are professionally delivered in accordance with program requirements whilst ensuring high levels of customer service are maintained.

POSITION RESPONSIBILITIES:

- Conduct tennis lessons suitable to the level being taught and in-line with program expectations that are high quality, safe, fun, engaging and effective
- Provide a safe and secure learning environment for all students
- Assist the Head Tennis Coach where appropriate, with the development of new and existing programs
- Set up and pack up equipment and other materials in preparation for lessons
- Accurately evaluate students, in conjunction with Head Tennis Coach against set criteria
- Participate in covering roster to facilitate other tennis coach absences
- Maintain a thorough knowledge of all policies and procedures and perform all activities as per these policies and procedures
- Perform any other duties as required by the Head Tennis Coach within the limits of skill, competencies and training.

PROFESSIONAL RESPONSIBILITIES:

All staff are required to contribute to the collective welfare of the College community. As such they are required to:

- Work collaboratively with their peers to meet position and departmental responsibilities;
 - Attend such meetings of department or College staff as requested by their supervisors;
 - Attend student assemblies, worship and other activities as are necessary for the smooth conduct of the College;
 - Model for student's appropriate dress, department, language, behaviour and communication;
 - Support colleagues in promoting the ethos and values of the College;
 - Conduct themselves in a way which develops respect for themselves, and the College.
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ORGANISATIONAL RESPONSIBILITIES:

All employees are bound by the requirements of the College's policies, procedures and stated mission to act with integrity and in a way that shows a proper concern for the public interest, be familiar with and follow the spirit and content of the College's Code of Conduct:

- Respect
- Integrity
- Community
- Scholarship
- Compassion
- Social Responsibility

This includes the College's desire to serving the community by providing a high quality of service, and the assumptions which govern the conduct of staff, which include:

- Loyalty, respect and trust;
- Corporate teamwork;
- Excellence and continuous improvement;
- Open, fair, accountable and efficient work practices;
- Staff development and concern for people;
- Quality of customer service.

KEY SELECTION CRITERIA:

- Demonstrated experience in the delivery of tennis lessons.
- Demonstrated commitment to customer service excellence.

ESSENTIAL QUALIFICATIONS & LICENSES:

Current Tennis Australia Coach Member
Working with Children Blue Card

REQUIRED DOCUMENTATION:

Paid Working with Children Blue Card
Tennis Australia Coach Membership
