



Appointment of
Head of Racquets

Full-time, permanent

Information for Applicants

Letter from the Head

Dear applicant

Thank you very much for your interest in the position of Head of Racquets here at Alleyn's. I am delighted that you are considering it and I hope to give you a sense of our school and why it is such a wonderful place to work! Our ROCCK values (Respect, Opportunity, Curiosity, Courage, Kindness) will also tell you what we are seeking to achieve here.

So, why Alleyn's? I started as Head here in January 2021, so I feel in a good position to help you answer that question, having asked it myself not that long ago! You'll know from the website, most of the key facts. We are an academic, co-educational through-school; (our Junior School is also on our site and we love the fact that many of our pupils learn here from 4–18). We are situated in an inspiringly leafy part of SE London, on a beautiful and well-resourced site with the City of London twinkling enticingly on the horizon, just about four miles away.

As one of the three Dulwich Foundation Schools, Alleyn's is part of a historic foundation which has been educating young people for 400 years. Our namesake and founder, Edward Alleyn, was one of the great Elizabethan players and playful academic exploration and discovery is something we very much welcome here. I won't go into the less reputable activities he was famous for, but as well as acting, Edward Alleyn was also a philanthropist and a philosopher. His "College of God's gift" was established to change the lives of children – initially, "12 poor scholars". It is rather wonderful that the original 12, has grown into our large, thriving community of more than a thousand children. Alleyn's has been honouring the founder's legacy, as one of this country's leading co-educational schools, for generations.

We are very over-subscribed and entrance to the school is intensely competitive. Our pupils are gifted and ambitious and, unsurprisingly, they do extremely well in exams. We were 16th in the national league tables for GCSE results this year, for example. I can't pretend that we are not proud of our pupils' results, we are, of course, but they are a by-product of an Alleyn's education, not the reason for it. The 'outcomes' we most care about are the incredible young men and young women who leave us. They are engaging, grounded, passionate and interesting individuals, who cross the stage at graduation, aware of who they are and what they care about and very ready to go out into the world and make it better.

The really lovely staff/pupil relationships here are critical and they underpin all we do. The strength of the relationships was one of the things people told me about before I started at the school and the other thing was how delightful Alleyn's pupils are. And they were right on both counts! Our students are grounded, engaged and enormous fun; they wear their talents lightly, they support each other, they are often impassioned and keen to fight for important causes and they are (mostly!) very engaged by the adventure of learning. They also make us laugh a great deal (You can see lots of evidence of all of this in our latest ISI report, do have a look at the highlights online).

Pretty much all our pupils are involved in the co-curricular life of the school and in our partnership and outreach programmes. This matters to us and we do ask all our teaching staff to play an active part in the co-curricular and enrichment programmes partly because so much of the fun and friendship here stems from this. Equally, of course, most staff will play a role in the pastoral care and education which is delivered through Year Groups, School Sections and Houses. The Outreach programmes at Alleyn's are a big part of who we are and a critical part of an education here.

I hope this summary has been helpful and that you feel excited by this opportunity and keen to apply. If perhaps you are thinking that a historic, academically selective independent school might be a bit daunting or might not be the right place for you, can I urge you to reconsider this? We are emphatically not a 'one-size-fits-all' community and we take great pride and delight in individual differences and the successes these bring. And of course, our pupils benefit from seeing a varied team of adults working together successfully and happily as part of a diverse and inspiring team. If you join us, we hope that you will quickly feel part of the school community and we will warmly encourage you to make the most of the many opportunities for personal and professional development on offer.

I very much hope that you will be able to get a sense of the energy and fun at the heart of our school during this recruitment process. We are, of course, delighted to answer any additional questions you might have in making your application.

Finally, I do hope you still feel inclined to apply for this position! The informality, the warmth and the unpretentious approach at Alleyn's really is infectious and I hope you will feel it, as I did, the moment you walk through the doors. There is nothing entitled, stuffy or pompous about this school. And we very much hope that you will enjoy applying for a role here and getting to know us a little bit.

May I wish you the very best of luck.

Yours Faithfully



Mrs Jane Lunnon
The Head



About The Role

We are seeking to appoint a Head of Racquets. The post holder will be responsible for overseeing the school's Racquets programme which consists of Tennis, Fives, Badminton and Table Tennis.

We are looking to appointment a specialist in Tennis who will oversee coaching, training, and management of students' participation in the extended Racquets programme. The core duty of the role will be to develop the competitive Racquets programme, increasing participation and performance.

The role will help develop clear pathway for students to perform at their best and to develop the school's profile. In addition, the Head of Racquets will contribute to the Alleyn's School Enterprises Limited's (ASEL) Tennis coaching provision.

Aims of the Role are:

- Conduct coaching sessions for students of varying skill levels, from beginners to advanced players. Develop training plans and provide personalized instruction to improve players' skills.
- Organise and manage the rackets program, including scheduling practices and matches, coordinating with other schools for inter-school competitions, and ensuring that the program runs smoothly.
- Maintain and develop new links with the surrounding community, external sporting bodies and other networks in Rackets.
- Foster a positive team environment by encouraging teamwork, communication, and sportsmanship among students.
- Organise and oversee competitions, tournaments, and other events, managing logistics such as equipment, transportation, and communication with other schools and organizations.
- Serve as a mentor to students, providing guidance and support both on and off the court.
- Ensure that all safety protocols and school policies are followed during practices and competitions.
- Oversee the maintenance and inventory of rackets equipment and facilities.
- Maintain clear communication with students, parents, school staff, and other stakeholders about the Rackets Programme. Manage the external communications and promotion of the Alleyn's Racquets programme in collaboration with the Marketing Department.
- Keep accurate records of students' participation, performance, and progress in the sport.
- Stay current with coaching techniques, strategies, and rules of the game. Attend training and coaching clinics as required.

Commercial Course Delivery:

- Plan and deliver tennis and/or racquets sports camps during the Spring and Summer, spanning approximately 30 days across 6 weeks. Responsibilities include scheduling, staffing, and coordinating logistics alongside the Commercial Courses Coordinator and the ASEL Department.
- Ensure the smooth operation of camps, prioritising safety and enjoyment for all participants while enhancing the reputation of Alleyn's.
- Work with the Commercial Courses Coordinator to hire, train, and supervise coaching staff, supporting their professional development.



- Support the Commercial Courses Coordinator in managing booking systems and in marketing and promotion activity.
- Monitor and assess camp activities to make adjustments aimed at continuous improvement and achieving financial objectives, in partnership with the Commercial Courses Coordinator.
- Organise and deliver weekly tennis coaching during term time for various skill levels and age groups to Alleyn's pupils.

General:

- Be aware of and work in accordance with the School's Health & Safety Policy.
- In conjunction with all staff of the School, support, promote and act within the School's policies and practices about Data Protection.
- Promote the School's eco-agenda and ensure all work is carried out with a view to reducing waste and protecting our environment.
- Ensure the safety and well-being of all pupils by implementing and adhering to health & safety Safeguarding policies and procedures.

Undertake any additional duties, as directed by the Director of Sport and Co-commercial Director, which are within the reasonable capability and responsibility of the Head of Racquets.

Our Values (the Alleyn's ROCCK!)

Respect

Opportunity

Curiosity

Courage

Kindness

Person Specification

Candidates for this role should possess a strong understanding of racket rules, techniques, and strategies. They must demonstrate excellent interpersonal, communication, and organizational skills. Additionally, they should have the ability to inspire and motivate students to reach their full potential, coupled with a steadfast commitment to fostering a positive and inclusive environment for all students.

The table below sets out the requirements and qualifications for the role.

Education	Bachelor's degree in Physical Education, Sports Science, or a related field. The candidate will hold a relevant Tennis coaching and teaching qualifications.
Experience	Minimum 1 years experience of teaching tennis at secondary school level. It would also be an advantage to have competed at a high standard and/or have experience coaching in a performance environment. Ideally candidates will also have experience of working in a school or working with children. First Aid and CPR certification (preferred).
Physical Attributes	A good level of fitness allowing the person to move freely throughout much of their work.
ICT	Basic knowledge of administrative ICT.
CPD	Willingness to learn new skills and develop.
Managing Relationships	Ability to assist and work well with colleagues and students.
Ability to work with Children	Able to regularly coach and advise children.
1:1 Oral Communication Skills	Ability to communicate professionally in spoken English.
Group Oral Communication Skills	Ability to communicate basic information to a group of people.
Written Communication Skills	Ability to draft e-mails, letters etc to a basic standard.
Organisational Skills	Ability to follow general instructions (working closely with a manager/supervisor) and able to organise prioritise work on a day-to-day basis.
Time keeping & Flexibility	Ability to be punctual and reliable, and occasionally adapt working hours to suit the needs of the School.
Enthusiasm/Motivation	Enthusiastic and self-motivated, actively seeking to further the School's best interests.
Awareness of whole-School Activity	Awareness of activities taking place both within the Department and across the School.
Confidentiality & Discretion	An awareness that the role holders position regularly gives them access to information which cannot be shared externally or internally and an understanding of the importance of safeguarding data.
Analytical/Judgement skills	Ability to analyse data or use own judgement to determine the correct course of action.
Problem Solving Skills	Ability to solve problems that may significantly impact on others.

Line Management:

The Head of Racquets is supervised on a day-to-day basis by the Director of Sport and the Co-commercial Director . The role holder will also have free access to the Chief Operating Officer who is ultimately responsible for Operational Support Staff.



Working at Alleyn's

Terms and Conditions

The Head of Racquets contract is being offered on an annualised hours basis, averaging at 37.5 hours per week, with a salary of around £44,000 per annum, depending on experience. This is comprised of 45 hours per week during term time, with the hours above the standard 37.5 being accrued as TOIL and subsequently offset against working time in the school holidays, resulting in both shorter working days and additional days off outside of term time. Term dates can be found here: www.alleyns.org.uk/senior-school/term-dates.

The School offers additional benefits to its staff, including the use of the School swimming pool and gym, subsidised yoga and Pilates classes, a holiday purchase scheme, access to the library, free tickets to School performances, and the opportunity to join one of two private healthcare plans. Staff also enjoy discounts with local businesses and may use holiday sports camps for the children of staff at a preferential rate.

Members of staff who have children attending Alleyn's Junior and Senior Schools will benefit from 25% fee remission, which, subject to means testing, may increase to a maximum of 85%. This is a non-taxable benefit, and any means-tested element is reviewed annually. Staff children must meet the same admissions criteria as all pupils at Alleyn's. There is also some fee remission available in respect of staff children attending Dulwich College and James

The role holder will have access to, and may be automatically enrolled into, the School's Group Personal Pension Plan. This plan may involve contributions being made via salary sacrifice based on matching 5% contributions from the employer and employee and is currently run through Legal & General.

The post is permanent following successful completion of a six month probationary period.

On completion of the required recruitment checks, the post would be available to the successful candidate from September 2024 or at completion of their due term of notice.

Commitment to Safeguarding

We are fully committed to providing a safe environment for children, staff and visitors.

We promote a climate where anyone in the community can freely share their concerns about themselves, or others, in terms of individual safety and well-being.

We protect the interests of the children at Alleyn's through awareness among all members of staff of the kinds of issues of abuse, maltreatment and neglect that would impair a pupil's health or development.

In this way, Alleyn's supports its pupils' development by fostering security, confidence and independence.

We provide an environment in which children and young people feel safe, secure, valued and respected, and know how to approach adults if they or those whom they know are in difficulties, with the assurance that they will be listened to.

Everyone in the staff community at Alleyn's takes responsibility for safeguarding, and we always aim to act in the best interests of the child.



Arrangements for the Appointment

Applications

The application form can be downloaded from our website, www.alleyns.org.uk/jobs.

Candidates should complete all sections of the form and submit it together with a completed Equal Opportunities Monitoring Form, full CV and covering letter.

Please address your covering letter to the Director of Sport, Ryan Shedwick, **explaining in your letter why you are interested in this particular position at Alleyn's and why you think it would suit you at this time in your career.**

All documents should be emailed to jobs@alleyns.org.uk.

Alternatively, they can be posted to:

HR Department, Alleyn's School, Townley Road, London SE22 8SU.

The deadline for applications is midday on Monday 9 September 2024.

If you have any questions you are very welcome to contact the Recruitment Manager, Karolina Walicka, by email at jobs@alleyns.org.uk or by phone on 020 8613 5016.

Interviews and Appointment

Interviews will be conducted at the School week commencing **Monday 16 September 2024**. This will consist of interviews with relevant colleagues including the Director of Sport and the Co-commercial Director. There will also be an opportunity to meet with other relevant staff. Please note that references may be taken up before the interviews. If you would prefer to be contacted first please state this.

Safeguarding Checks

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced DBS check.

Equal Opportunities

As an Equal Opportunities employer we welcome applications from all applicants who meet the requirements for the position. However we are especially keen to receive applications from those in minority groups for which the School is currently underrepresented. We celebrate diversity and thrive on the benefits it brings.



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