



Headmaster T N M Lawson

## Resident Post Graduate Sports Internship (tennis) 2024

### Introduction

The College seeks to appoint an inspirational and energetic, Sports Graduate (tennis) to provide support to the provision of tennis at the College. The right person will have a marvellous opportunity to work in a stimulating environment where colleagues, pupils, resources and buildings all strengthen the process of teaching and learning.

### The College

Eastbourne College Incorporated is the term for the combination of Eastbourne College and St. Andrew's Prep School. The two schools are run separately but are part of the same Charity and a single Board of Governors bears overall responsibility.

Eastbourne College is a co-educational HMC independent school of just over 630 pupils, of whom half are full-time boarders. It is a strong community with excellent links with local schools and the remarkable town in which it is located.

Academic standards are very high with an average of 85% of A-level grades being awarded A\*, A or B in the last four years. At GCSE approximately two thirds of all grades awarded are A\* or A. The College recruits from a wide ability range and value-added outcomes are exemplary. The majority of College leavers enter higher education in leading universities at home or abroad.

The College is run as a full boarding school with a six-day per week academic and co-curricular timetable. Day pupils share the same wide curriculum as boarders and enjoy equal access to the physical and human resources of the school.

We are proud of our rich cultural and sporting traditions. The modern Birley Centre is a hub of the performing arts and has a performance space ideal for debating events. There is also a school theatre that can hold a large audience, a drama studio space, and other spaces conducive to debating and public speaking workshops for smaller groups. College artists exhibit in London, actors have starred in film and TV; the Design & Technology (DT) department wins an extraordinary number of Arkwright scholarships. We have an enviable reputation for sport both regionally and nationally. Eastbournians frequently represent the county in hockey, rugby, cricket and netball; several old Eastbournians have gone on to

achieve international honours. There are also thriving Combined Cadet Force, Duke of Edinburgh's Award scheme and Service at School (S@S) programmes.

Eastbourne College places great emphasis on the importance of developing a school in which education is built on core values and positive, supportive relationships. These central qualities will endure long after a student moves on from the College. The five key values of participation, the pursuit of excellence, integrity, courtesy and kindness are, it believes, the bedrock upon which every child's education should stand, providing them with the wherewithal to flourish both at school and beyond.

More information about the College may be found by visiting the website: [www.eastbourne-college.co.uk](http://www.eastbourne-college.co.uk)

News of latest events can also be found by visiting our Facebook page:  
<https://www.facebook.com/EastbourneCollege>

### **Tennis at Eastbourne College**

Eastbourne College strives for all pupils to be instilled with a life-long love of sport and the positive values it encapsulates. The College aims to be a centre of sporting excellence in tennis in the area and nationally, measured through prominent appearances at county, regional and national level competitions and through creating opportunities for all pupils to enjoy learning and developing in the sport. The College has an advanced tennis programme and an all-year-round provision for players which includes one to ones, timetabled training sessions, a strong fixture card and support for LTA rating tennis tournaments. Over the last five years the College has enjoyed some of the most successful seasons in the school's history including being pre-seeded for the girls' national finals four years running; the boys reaching the national finals in the same year the girls A and B teams qualified; Sussex LTA Tennis School of the Year; and U16 and U18 boys and girls County titles in 2023; evidence that tennis is genuinely thriving.

Eastbourne College aims to be ever-more rooted in the local community and a key part of our sports development programme is to cultivate and reinforce links with our traditional feeder schools, local clubs and local primary schools. Not only does this play a vital part in promoting the College and recruiting pupils into the school, but it also plays a significant role in ensuring that the College is further embedded as an integral part of the remarkable town in which it is located. The sports grad (tennis) will work closely with the Head of Tennis and Performance Coach (Tennis) in building and fostering these links.

St Andrews Prep is the primary feeder school of the College and the Eastbourne charity and supporting the development of tennis at the grass roots level at St Andrew's Prep is part of the evolution of the role. It is expected that through working with St. Andrew's Prep, they will arrive at the College imbued with the passion and skills required to support our on-going sporting success within the parameters set out by the Director of Sport.

All members of Common Room are expected to make a full contribution to the co-curricular life of the school and many bring huge enthusiasm and skill to the coaching of sport in the College. Successfully supporting all staff, from former professionals to willing amateurs will be a key indicator of success in the role.

The College operates as a full boarding school, and it is expected that the successful candidate will make a contribution not just within tennis. The exact delineation of responsibilities will be determined by the specific strengths and skills of the person appointed.

## Job Description

1. **Job Title:** Sports Graduate (tennis)
2. **Responsible to:** Deputy Head (Co-Curricular)
3. **Job Summary:** Primarily to support the provision of tennis at Eastbourne College in line with the school's core values of participation and pursuit of excellence. In addition, to assist the Director of Sport in the planning and delivery of sports and sport-related support across the College.

### 4. Duties and Responsibilities

#### A. Tennis

- a) To support and deliver to the College tennis squads and undertake delivery of individual/small group tennis lessons each week to our performance tennis players. Organisation of the pupils S&C programmes is included in this.
- b) To support the Head of Tennis in the delivery of the programme and the participation level and school teams.
- c) To work with the Head of Tennis to coach at St. Andrew's Prep when appropriate to further develop consistent links between the two schools; leading coaching sessions and supporting staff CPD as necessary. Directors of Sport at both schools to assist with this process.
- d) To help forge links with Sussex tennis and the LTA and others as necessary to ensure that opportunities are made for individuals to gain representative honours.
- e) To develop and grow relationships with local clubs, feeder schools and others to build external capital.
- f) To develop reputational recognition of, and value for, College Tennis locally, regionally and nationally.
- g) To attend the National Schools Finals (Bolton, Eton and Nottingham) and other fixtures, as agreed with the Head of Tennis and Director of Sport.
- h) To assist in the running the ball crew for the Eastbourne International Tennis tournament (summer term only).

#### B. General Support to Sports

- a) Assist in the planning and delivery of College hosted events such as prep school and other tournaments, pre-school taster days, open mornings, guest speakers, Annual Sports Conference, sports scholarship selection days.
- b) In support of the College's Marketing Department, assist in sports marketing e.g. via twitter and Instagram.
- c) Assist in sports administration as required by the Director of Sport.
- d) To provide support to the strength and conditioning coach in supervising the gym alongside the sports graduate team.
- e) Other duties as allocated by the Director of Sport – to include pool lifeguarding (if qualified)
- f) To provide support to the Sports Scholar programme including mentoring

#### C. Sports Coaching

- a) To assist with coaching where directed and in accordance with expertise. You may be expected to take a boys or girls squad each term.

b) Support to team coaches during some mid-week fixtures and all-day tournaments.

#### D. Whole School

- a) Possibility of becoming a tutor in a boarding house and/or undertaking one duty per week and some weekends and being on hand to help in the house at other times within reason.
- b) To support wider College events conducted during term time including but not exclusive to marketing, prep school events, other cultural activities.

#### E. Safeguarding Duties

- a) The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and always ensure compliance with the School's Safeguarding and Child Protection Policy Statement.
- b) If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead or, if he/she is the School's DSL, to the Headmaster and relevant agencies.
- c) The post holder will be engaging in regulated activity.

**Teaching Experience:** There is an opportunity to assist with the delivery of academic lessons for experiential purposes such as the delivery of the practical elements of both GCSE and A-Level PE or in other subject areas.

### 5. Person Specification

It is expected that the successful candidate will have studied or is studying a sports related degree (or has a demonstrably high level of expertise in sport whilst reading a different degree), an interest in PE teaching and will ideally have some form of national governing body coaching awards relevant to the sports on offer at the College. However, there is an opportunity to gain further qualifications at the College's expense as appropriate to their level of experience and the requirements of the role such as (but not restricted to): NPLQ, Level 1 coaching, refereeing/umpiring qualifications, first aid qualification, minibus driver training. We are looking for candidates to deliver all round provision in our core sports programme of hockey, rugby, netball, football, or swimming with one appointee being a specialist in hockey. Candidates offering pool lifeguarding would be desirable.

Driving licence an advantage but not critical.

### 6. Terms and Conditions

**Contract:** One year fixed-term contract extendable to two years by mutual agreement to commence September 2024.

**Hours of work:** A minimum of 37.5 hours per week during term time. Flexibility in hours is essential and in order to meet the demands of the post, the person may be required to work to support evening and weekend sports events during term time. Actual working hours will be advised to you by your Line Manager and may be changed from time to time.

**Salary:** £15,680 per annum

**Pension:** After three months' service, you may be automatically enrolled into the Eastbourne College WorkSave Pension Scheme (details are available from the HR Department), depending on level of earnings. You may also choose to opt in to the pension scheme. The College will contribute 5% of gross salary and you will be expected to contribute 3%. You may choose to opt out of the pension scheme.

**Holidays:** 28 days' holiday to be taken during College holidays

**Other Benefits:**

- Single occupancy accommodation will be provided with Council tax and water/electricity bills covered.
- Free meals during term time
- Free use of College facilities.

## 7. Application Process

To apply, please follow the link below to complete the mandatory application form:  
<https://www.cognitoforms.com/eastbournecollegeincorporated/eastbournecollegeincoincsupportstaffapplicationform>.

Alternatively, visit <https://www.eastbourne-college.co.uk/contact/eastbourne-college-vacancies/> and click the 'Apply Now' button.

A letter of application and an up-to-date CV should be uploaded with this online application form.

Closing date: **Friday 27 September 2024**

For further information, please contact HR by email: [hr@eastbourne-college.co.uk](mailto:hr@eastbourne-college.co.uk) or tel: 01323 452288.

We reserve the right to withdraw this vacancy before the closing date if we are successful in finding an appointment.

## 8. Safeguarding & Equal Opportunities Statement

Eastbourne College (Incorporated) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to an enhanced DBS check, pre-employment medical questionnaire and positive references.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the Charity is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Eastbourne College (Incorporated) is committed to the provision of equal opportunities in employment and accordingly wishes to ensure that no job applicant is treated less favourably on unjustifiable grounds.

## Postscript

There are many attractions to working for Eastbourne College Incorporated, not least its location on the south coast in the sunniest part of the country.

The College is situated in an attractive part of a peaceful town with easy access to shops, local amenities and the South Downs National Park and the beach. The railway station is close, with easy travel to Gatwick (one hour) and London (under 90 minutes). The beach and sea are a five-minute walk away and the South Downs (the newest National Park) are on our doorstep.

The College is a strikingly happy, cohesive and coherent community.

We look forward to meeting you.

September 2024