



BANGKOK PREP

Bangkok International Preparatory & Secondary School

Est. 2003

Position: Tennis Coach

Department: Sports and Physical Education Department

Report to: Director of Sports

Objective: To work as a member of the Sports and Physical Education Department

Offering Tennis training programmes to Bangkok Prep Students

Contracted Time: 20 hours per week (to be divided amongst training hours below, these can change depending on the needs of the school)

During term time:

- 20 Tennis training & coaching hours per week: Monday - Friday 6:00am - 7:30 am and 1:30pm - 3:00pm (or) 3:30pm - 5:00pm to be determined by Director of Sports (Plus) Saturday and/or Sunday 9:00am - 11:30am and 1:00pm - 3:30pm (Plus) 5 administrative work hours per week: Monday - Friday 7:30am - 8:30am

During school breaks & summer holidays:

- 20 Tennis training & coaching hours per week: Monday - Friday 9:00am -11:00am and 1:30pm - 3:30pm (Plus) 2.5 administrative work hours per week 11:00am - 11:30am

Job Description:

- 1) Follows and upholds the school policies and missions statement of Bangkok International Preparatory & Secondary School
- 2) Plans, organises and directs the Tennis programme within the Sports and Physical Education Department
- 3) Instructs and demonstrates skill sets and techniques necessary for individual and team development.
- 4) Ensures that team rules and regulations regarding conduct and eligibility of the athletes are clearly communicated and followed.
- 5) Plans, organises, advertises and conducts trials for the tennis programme; inform the Sports and Physical Education Department and participants of final selections.
- 6) Provides information regarding rules for the season (training schedule, camp schedule, trial criteria, etc.)
- 7) Maintains the integrity of the selection process.
- 8) Responsible for purchase order requests for programme uniform, supplies, and equipment.
- 9) Arranges and schedules bus transportation with the PE Admin Assistant.

- 10) Travels with student athletes on the team bus both to and from competitions.
- 11) Ensures that proper forms (insurance, attendance, medical) are obtained and current and that all student athletes are academically eligible.
- 12) Checks and secures all PE office, storage room, outside doors, locker rooms and all lights after last player leaves after games and practices.
- 13) Consults with Director of Sport regarding any off-season training programmes, including scheduling dates for summer camps/practices, uniform fitting, pre-post trial informational parent meetings.
- 14) Ensures consistent and accurate information is given to parents throughout each season.
- 15) Creates a safe environment conducive to learning and appropriate for the physical, social, and emotional development of students.
- 16) Ensure that Safeguarding and Child Protection Procedures are followed effectively.
- 17) Maintains strong interpersonal skills.
- 18) Works well with other from diverse backgrounds.
- 19) Focuses on solving conflict, maintaining confidentiality, listening to others, keeping emotions under control, remaining open to others' ideas and contributing to building a positive team spirit.
- 20) Works directly with school nurses in reporting injuries, teaching precautions and procedures to ensure staff/student safety and help students prevent injuries.
- 21) Fills out the accidental report within 24 hours even if student athlete does not see physician.
- 22) Models good sportsmanship behaviour and maintain appropriate conduct towards opposing team, fans, parents, officials, spectators and community.

Qualification & Key Competency:

- 1) Internationally-recognised Coaching Certificate
- 2) Ability to organise and supervise a Whole School Tennis programme
- 3) Previous experience required
- 4) Good command of spoken and written English (desirable)
- 5) Good computer skills would be an advantage
- 6) Knowledge of technical aspects of the assigned sport and willingness to continue to learn and examine new ideas pertinent to the assigned sport
- 7) Role model that coincides with Bangkok Prep' core values