



ALLEYN'S

Appointment of
Tennis Coach

Zero hours, Term time only
from September 2026

Information for Applicants

Letter from the Head

Dear Applicant

Thank you very much for your interest in becoming a Tennis Coach 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 a few short years ago! You'll know, from our 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 inspiring 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. 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. We're not the only people who think this; we loved Tatler's take on it in their Schools Guide this September: "If you're looking for the epicentre of forward-thinking education, here it is" they said, quoting a recent visitor to the school, 'the school is "dynamic, diverse and thinking in the future tense."'

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 also 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. 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 really hope that you will enjoy getting to know us a little bit.

May I wish you the very best of luck.

Yours faithfully,

A handwritten signature in blue ink that reads "Jane Lunn". The signature is fluid and cursive, with a long horizontal stroke at the beginning.

Mrs Jane Lunn
The Head



The PE Department

The successful applicant will be part of a team of experienced teachers and specialist coaches, led by the Director of Sport and assisted by the Assistant Director of Sport (Curricular) and Assistant Director of Sport (Co-curricular). The department teach a broad curriculum across the age range, including significant programmes in football, hockey, netball, basketball, water polo, fives, tennis, cricket and athletic pursuits, and are supported by the Head of Physical Development and Athletic Performance, Commercial Sports Manager responsible for the pool and PE Administrator. They are also assisted in running co-curricular clubs and squads by a large number of staff who teach in other subject areas.

Facilities and Resources

Our 30 acres of grounds incorporate extensive playing fields in addition to a recently refurbished floodlit high quality artificial turf pitch, a new multi-use games area, a swimming pool with state-of-the-art electronic timing equipment, a shale athletics track, tennis courts, netball courts (floodlit) and fives courts. The indoor facilities include a sports hall, gymnasium, dance studio and newly refurbished strength and conditioning and cardiovascular suites. Additional facilities are available off-site at the Edward Alleyn Club (the school's alumni body).

Curriculum & Co-curriculum

The Physical Education programme is structured to maximise the aims of the department and to support, complement and contribute to the aims and policies of the school as a whole. All students have double periods of PE and Games from Years 7-11 in addition to their Games afternoon. During the year all pupils follow a balanced programme of physical activity. A level Physical Education is an option in the Upper School curriculum. There are Sports Scholarships available to pupils entering the school in Year 7. Sports Exhibitions are also awarded to students who have performed well at the Sports Scholarship assessment days. Co-curricular activities are a core part of school life at Alleyn's for both staff and pupils, and the extensive sporting activities available play a major role in this. We run teams and play competitive matches against other schools in most if not all activities. A very large number of pupils regularly involve themselves in the inclusive lunchtime and after-school practices and clubs where, alongside technical proficiency and tactical awareness, they are positively encouraged to improve and develop the requisite positive attitudes and attributes that set them in good stead for later life and of course on the field of play. Competition at inter-form, inter-house and inter-school level affords all pupils the opportunity to develop further in an appropriately competitive environment with fixtures taking place during the week and at weekends. The successful candidate would be expected to contribute enthusiastically to our impressive and inclusive co-curricular programme as applicable to their role.

Our Values (the Alleyn's ROCCCK!)

Respect
Opportunity
Curiosity
Courage
Kindness

About The Role

We are seeking an enthusiastic and engaging Tennis Coach to deliver high-quality tennis coaching sessions to pupils within our sports programme.

The successful candidate will plan and deliver lessons to groups of approximately 4–12 pupils, supporting players from beginner through to intermediate level. Sessions will focus on technical development whilst creating a positive, enjoyable and inclusive environment for all participants.

Key Responsibilities

- Assist in delivering engaging tennis coaching sessions for children aged 11–18, following age-appropriate training programmes that focus on technical skills, tactical awareness, physical development, and game understanding;
- Create a positive and inclusive coaching environment that fosters a love for the game, encourages fair play, and promotes sportsmanship, respect, and teamwork among players.
- Adapt coaching activities to suit varying ages and abilities. Create a safe, positive and inclusive learning environment;
- Provide feedback, guidance and encouragement to players, identifying areas for improvement, helping develop technical skills, abilities and understanding of tennis to support pupil progression;
- Set up and maintain coaching equipment;
- Communicate effectively with players, parents, and stakeholders on player progress, fixtures, and relevant updates, while maintaining clear liaison with the Head of Racquets, Director of Sport, and wider sports staff.
- Maintain accurate records of attendance, player performance, and other coaching-related documentation, as required;
- Collaborate with other coaches and staff to coordinate training sessions, matches, and other tennis-related events;
- Stay up to date with the latest coaching techniques, trends, best practices, and continuously improve your coaching skills and knowledge;
- Maintain a positive and professional image, including appearance and punctuality;
- In conjunction with all staff of the school, support, promote and act within the Safeguarding and Health and Safety Policy and 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;
- Carry out any additional duties, as directed by the Director of Sport or the Head of Racquets which are within the reasonable capability and responsibility of the Tennis Coach.



Person Specification

Qualifications & Experience:

- LTA Level 2 Coaching Qualification (or equivalent).
- Holding a valid first aid certificate and to provide timely and appropriate care in the event of injuries or emergencies.
- Excellent coaching skills, with experience of coaching tennis at a high level and the ability to engage and motivate young players.
- Previous experience working and coaching with children or young adults, and/or experience in a school environment.
- Strong organisational and administrative skills, with the ability to maintain accurate records and documentation.

Skills & Abilities:

- Good communication and interpersonal skills, with the ability to build positive relationships with players, parents, and colleagues.
- Ability to create and deliver age-appropriate training programmes tailored to the needs and abilities of young players (aged 11–18).
- Ability to provide constructive feedback and adapt coaching techniques to suit individual learning styles.
- Strong ability to motivate, inspire, and maintain high engagement among young athletes of varying levels.

Personal Attributes:

- A passion for tennis and a strong understanding of the game.
- High standards of appearance, reflecting professionalism at all times.
- Integrity, positivity, and a motivated approach to coaching and working with young people.
- A commitment to safeguarding and promoting the welfare of children, with an understanding of child protection practice.
- A proactive, flexible, and collaborative attitude, with a willingness to contribute to the wider school community.
- Punctual, reliable, and occasionally adjust working hours to meet the needs of the school.



Working at Alleyn's

Terms and Conditions

This role is offered on a zero hours contract, with hours typically falling between Monday and Friday, 9am to 4pm, during term time. Please see term dates [here](#). Approximately 5 to 10 hours per week are envisaged, though this may vary depending on coaching need. A degree of flexibility can be accommodated within the department based on the successful candidate's availability and programme needs, and flexibility of working times may occasionally be required to meet departmental needs.

The role is paid at £25–£30 per hour, dependent on qualifications and experience, which is inclusive of holiday pay. This post is subject to the satisfactory completion of a six-month probationary period.

The school provides additional benefits to its staff, including an employee assistance programme, lunches and other refreshments, the use of school facilities including the swimming pool and gym, access to the library, and free tickets to school performances.

The role holder will have access to, and may be automatically enrolled into, the school's Group Personal Pension Plan, currently provided by Legal & General. This plan may involve contributions being made via salary sacrifice based on 8% employer contributions.

On completion of the required recruitment checks, the post would be available to the successful candidate from September 2026.

Commitment to Safeguarding

Alleyn's 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

Further information about how to apply can be found on our website, www.alleyns.org.uk/jobs.

The deadline for applications is midnight on Thursday 20 August 2026.

Suitable candidates may be interviewed before the closing date, and we reserve the right to withdraw the position if an early appointment is made.

If you have any questions you are very welcome to contact Human Resources by email at jobs@alleyns.org.uk or by phone on 020 8613 5016.

Interviews and Appointment

Interviews will be conducted at the school. This will consist of interviews with relevant colleagues including the Director of Sport and the Assistant Director of Sport. There will also be an opportunity to meet with other relevant staff.

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.

