



## **Tennis Coach**

### **Information for Applicants**



**Independent boarding and day school for boys aged 4 - 13 years.**

## **TENNIS COACH**

**September 2026**

Summer Fields is one of the premier boys' prep and pre-prep schools in the country, situated in 70 acres of superb grounds in North Oxford. The school has an excellent reputation for sporting and academic achievement and is extremely well resourced.

Tennis is highly popular at Summer Fields, with 95 boys participating in weekly tennis lessons which is an excellent level of engagement. The school has achieved recent success at the IAPS National Tennis Finals with the U11 team winning a bronze medal in the top competition (with LTA rankings), and the U13s won gold in the second-tier competition. Additionally, the school has enjoyed sustained success on the local prep school circuit, remaining unbeaten for the past three years.

We are seeking to appoint an experienced Tennis Coach to deliver high-quality, age-appropriate sessions to our pupils from the Pre-prep to Year 8. The successful candidate will have a minimum of LTA Level 3 Coach and be confident in their knowledge of tennis. The position is for approximately 20 hours a week, term-time only on Monday, Tuesday, Thursday and Friday afternoons.

### **APPLICATION PROCEDURE**

To satisfy the requirements for safer recruitment, we need to ask you for your full employment record. Details of any gaps between jobs or between finishing education and employment must be provided.

Please apply by providing the following: -

- A **fully completed application form**, including contact details of at least two referees.
- A cover letter explaining your previous experience relevant to the position.
- If you have a CV you wish to send, please do so, however a completed application form **with full details of your employment history** must still be provided. Applications by CV alone will not be accepted.

If you would like further details, please call the HR Manager on 01865 459238. Application forms should be emailed to [recruitment@summerfields.com](mailto:recruitment@summerfields.com)

**Applications will be reviewed and shortlisted on a rolling basis and we reserve the right to interview, appoint and close adverts early. We therefore recommend submitting your application as soon as possible.**

Summer Fields is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

The school is fully committed to the principles of equal opportunity, diversity, and inclusion. Summer Fields does not discriminate on the grounds of race or colour, nationality or national or ethnic origins, religion or belief, sex, sexual orientation, pregnancy or maternity, marital or civil partnership status, gender reassignment, age, and disability. Applications are welcome from a diverse range of backgrounds.

## ABOUT SUMMER FIELDS

Summer Fields was founded in 1864 by Archibald and Gertrude Maclaren at their home in north Oxford. Mrs Maclaren was a gifted classical scholar and Mr Maclaren was a fencing master and owner of an Oxford gymnasium, with a passionate belief in the importance of physical fitness. It is from these roots that our school motto was born: *Mens sana in corpore sano*, A healthy mind in a healthy body. The Maclarens established the importance of a breadth of education inside and outside the classroom, values which remain central to the education we offer today.

Summer Fields is a full-boarding and day school for approximately 305 boys aged 4 to 13. We offer excellent teaching, traditional values and exceptional pastoral care. We continue to build on a strong academic legacy with an individual focus on strengthening each boy's confidence and abilities.



Summer Fields is a special place and pastoral care is very strong. The school is a vibrant, extended family of staff and boys, living side-by-side in a busy, caring and friendly boarding community. We aim to ensure that each boy is happy, academically challenged and is taking full advantage of life at Summer Fields, with its many possibilities and opportunities. Our most recent ISI inspection, in June 2025, was glowing in all respects and is easily available online.

The school is thriving at all levels and in 2018 we entered an exciting new phase in our history with the opening of a brand-new Summer Fields Pre-prep school, catering for boys from Reception to Year 3. The school is housed in a stand-alone building, Newton, one of the oldest and most historic buildings on the school's 70-acre site. The building underwent a complete re-development, including the addition of a striking, modernist new extension; it now provides purpose-built facilities for up to 80 boys aged 4 to 8.

Summer Fields celebrated its 160<sup>th</sup> birthday in 2024 and recent years have seen the redevelopment of various areas of the school. The Salata Pavilion provides sports changing and other facilities, and what was New Room now provides a state-of-the-art new school library, including an archive room, a periodicals room and associated teaching rooms in what is the oldest and largest teaching space in the school. The £2.5m project, completed during lockdown, included a major refurbishment of the school Chapel, as well as the DT and Learning Support areas.

## ACADEMIC RECORD

Academic standards and outcomes are high. The principal entry point to the prep school is in Year 4, although a few boys join in Years 5, 6 and 7 depending on places being available. Some 20 boys will

join the prep school from the Pre-prep each year, in addition to those joining directly, both boarders and day boys, in Year 4. Admission is by selection. The aspirations of boys and parents are high and the school prides itself on the outstanding exam results achieved by our leavers. The school's greatest academic strength is excellent teaching at all levels and we are proud of the academic achievements of boys of all abilities. Each year boys pass Common Entrance and regularly win scholarships to the top public schools in the country.

## WORKING AT SUMMER FIELDS

Summer Fields recognises that staff are one of the school's most valuable assets. We therefore seek to recruit and retain well-qualified academic and non-academic staff who demonstrate enthusiasm for their area of expertise. There are currently around 155 full-time and part-time staff with approximately 50 staff and their families living on site. Working at Summer Fields is rewarding and all staff are encouraged to get fully involved with the life of the school. We are surrounded by beautiful grounds and we enjoy superb facilities.



## THE DEPARTMENT

As it has been since the school's foundation, sport continues to be central to life at Summer Fields, an approach evident in both our school motto and daily routine. The principle of a broad curriculum - balancing academic, physical and spiritual elements - was established by the Maclarens in 1864 and continues to infuse our daily schedule. All pupils take part in the Games programme every afternoon, supported by the teaching staff who, under the leadership of the Director of Sport, coach teams each day and take them for scheduled matches. Competitive fixtures in each term's major sport (football, rugby/hockey and cricket) take place every Wednesday and Saturday afternoon. Minor sports fixtures are also keenly contested, usually - but not exclusively - taking place on a Thursday afternoon.

We have a reputation for both sporting endeavour and excellence, with an extremely good record of boys gaining senior school sports scholarships and awards. Whilst we seek to facilitate outstanding individual performance and team success amongst our pupils, we promote physical health as an integral part of each boy's well-being. Our overarching aim is to nurture a love of sport amongst all boys that will last them a lifetime.

We have a number of fantastic visiting sports coaches who deliver a huge number of lessons throughout the year. Additional lessons in tennis; golf; clay pigeon shooting and rifle shooting; fencing; squash; and chess, do not involve boys missing academic lessons, with break and lunchtime; games; or the timetabled activities period; all being times of the school day when this coaching occurs.

## JOB DESCRIPTION

**Job Title:** Tennis Coach

**Reporting to:** Director of Sport

**Purpose of the Job:**

To inspire, engage and develop boys in tennis across all abilities, fostering a lifelong enjoyment of the sport while supporting high standards of performance for those with competitive aspirations. The coach will deliver high-quality, age-appropriate sessions that prioritise participation, skill development and enthusiasm, alongside nurturing talented players within the school's performance pathway.

**Key Responsibilities**

- Deliver high-quality, engaging and inclusive tennis coaching throughout the year for boys aged 4–13.
- Plan and deliver progressive, age-appropriate sessions that balance fun, participation and skill development.
- Support the technical, tactical, physical and personal development of all pupils, from beginners to performance players.
- Identify and nurture talented players, supporting those involved in LTA competitions and pathways.
- Create a positive and safe learning environment that promotes confidence, resilience and a love of tennis.
- Manage groups effectively, adapting coaching to suit a range of ages, stages and abilities.
- Work collaboratively with PE and games staff to contribute to the wider sports programme.
- Assist with the organisation and delivery of fixtures, competitions, festivals and internal events as required.
- Maintain accurate registers and records of attendance and pupil progress.
- Ensure equipment is well maintained, organised and used appropriately.

**General Requirements**

- Summer Fields is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment.
- Act in accordance with the school's Staff Code of Conduct and all relevant policies and procedures.
- Maintain high standards of professionalism, including punctuality, attendance, presentation and conduct.
- Engage in ongoing professional development to maintain and enhance coaching practice.
- Contribute positively to the wider life and ethos of the school.
- Ensure all activities are conducted in line with health and safety requirements.

## PERSON SPECIFICATION

### Qualifications

- A minimum of LTA Level 3 Coach

### Skills

- Strong background in tennis, with experience of playing and/or coaching at a competitive level.
- Understanding of player development pathways with experience supporting both recreational and performance players.
- Ability to engage and inspire boys (ages 4–13), adapting delivery to suit a wide range of ages and abilities.
- Experience of working collaboratively within a school environment and contributing to a successful wider sports programme.
- Ability to create a safe, inclusive and enjoyable coaching environment that promotes a lifelong love of tennis.
- Strong communication, organisational and administrative skills, including effective use of digital tools.
- Excellent session planning and time management skills, with the ability to deliver structured and progressive lessons.
- Clear understanding of safeguarding responsibilities and commitment to promoting the welfare of children and young people.

### Experience and Knowledge

- Experience of playing tennis to a good club, county or higher level (or equivalent coaching experience).
- Experience of coaching children, ideally within a school or junior performance setting.
- Knowledge of the LTA youth framework and age-appropriate competition structures.
- Understanding of long-term player development, including balancing enjoyment, participation and performance.
- Knowledge of fundamental movement skills and age-appropriate strength and conditioning principles.
- Experience of working with, or supporting, players involved in county, regional or national pathways (desirable).

### Personal Qualities and Attitudes

- A genuine passion for developing young people through tennis, with a child-centred approach.
- Ability to build positive relationships with pupils, parents and colleagues, demonstrating warmth and approachability.
- Enthusiasm, energy and creativity in delivering engaging and enjoyable sessions.
- Ability to motivate and manage groups of varying ages and abilities, from beginners to high-performing players.
- High levels of personal and professional integrity, with respect for confidentiality and safeguarding.
- Clear and effective communicator, able to adapt style for different audiences.
- Strong organisational skills and the ability to work both independently and as part of a team.
- Flexible, proactive and willing to contribute to the wider life of the school.
- Commitment to high standards of pupil behaviour, effort and personal development.
- Reflective practitioner, committed to ongoing professional development and continuous improvement.

## APPLICATION AND RECRUITMENT PROCESS GUIDANCE NOTES

Summer Fields is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority. The school aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

### APPLICATION

- Applications will only be accepted from candidates completing the relevant Application Form in full. CVs will not be accepted in substitution for completed Application Forms but are permitted to be submitted alongside a completed Application Form.
- Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see the job description for the post. If you are invited to attend a formal interview your suitability to work with children will be assessed.
- As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.
- The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service (“DBS”) for the post and, where appropriate, a check of the Barred List maintained by the DBS will be made. Any offers of appointment will be made conditional on obtaining such satisfactory checks. Additionally, successful applicants should be aware that they are required to notify the school immediately if there are any reasons why they should not be working with children.
- The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 apply to those providing early years childcare or later years childcare, including before school and after school clubs, to children who have not attained the age of 8 and to those who are directly concerned in the management of that childcare.
- The school takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect his/her suitability to work with children must notify the school/their manager immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive.
- Staff and/or successful candidates who are disqualified from childcare or registration may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. Please speak to the HR Manager for more details.
- The school has a legal duty under section 26 of the Counter-Terrorism and Security Act 2015 to have ‘due regard to the need to prevent people from being drawn into terrorism’. This is known as the Prevent duty. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. Accordingly, as part of the recruitment process, when an offer is made the offer will be subject to a Prevent duty risk assessment.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. Any information about past disciplinary action or substantiated allegations will be considered in the circumstances of the individual.
- If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with

children. Where you have no previous employment history, we may request character references which may include references from your school or university.

- You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if you have been appointed, and a possible referral to the police and/or DBS.

## **CONDITIONAL OFFER OF EMPLOYMENT**

Any offer to a successful candidate will be conditional upon the following criteria:

- Receipt of at least two satisfactory references (if these have not already been received), including for internal appointments. All references should be provided by a senior person with appropriate authority, subject to the satisfaction of the school. All referees will be asked if the candidate is suitable to work with children. The school will compare any information provided by the referee with that provided by the candidate on the application form. Any inconsistencies will be discussed with the candidate.
- Verification of identity and qualifications including evidence of the right to work in the UK.
- A satisfactory enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS.
- For a candidate to be employed as a teacher, a check that that the candidate is not subject to a prohibition order issued by the Secretary of State or any sanction or restriction imposed (that remains current) by the historic General Teaching Council for England before its abolition in March 2012.
- Verification of professional qualifications, including, where applicable, any award of Qualified Teacher Status.
- Where the successful candidate has worked or been resident overseas, such checks and confirmations as the school may consider appropriate so that any relevant events that occurred outside the UK can be considered. This shall include the candidate providing the school with proof of his/her past conduct as a teacher in the form of a letter of professional standing from the professional regulating authority in the country in which he/she has worked.
- Verification of medical fitness for the role in accordance with DfE Circular 4/99 Physical and Mental Fitness to Teach.
- Where the role involves providing care for pupils under eight, receipt of a signed Self-Declaration form showing the candidate is not disqualified from providing childcare as set out in the statutory guidance "Disqualification under the Childcare Act 2006 (July 2018)".
- For a candidate to be employed into a senior management position as set out within the School's Recruitment, Selection and Disclosures Policy and Procedure, receipt of a signed "senior charity manager positions: automatic disqualification declaration" confirming that the candidate is not disqualified from acting in a senior management position for a charity in accordance with the automatic disqualification rules for charities;
- If you are undertaking a management role, a check that you have not been prohibited from participating in the management of independent schools.

It is the school's practice that a successful candidate must complete a pre-employment health questionnaire. The information contained in the questionnaire will then be held by the school in strictest confidence and used as set out in the school's Staff Privacy Notice and Staff Information Security Policy. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed workload, extra-curricular activities, and layout of the school. The school is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.