



## Job Description

<b>Job Title:</b>	<b>Rackets Professional</b>
<b>Department:</b>	<b>Co-Curricular</b>
<b>Responsible to:</b>	<b>Director of Sport</b>
<b>Last reviewed:</b>	<b>January 2024</b>

### Job Outline

Haileybury is one of a small number of schools to have their own Rackets court and this role is an opportunity to lead a programme for this sport. The successful candidate will be able to generate a sense of club and galvanise further what is an already strong programme of which Haileybury is proud. The post holder will ensure that Rackets is accessible to all pupils whilst being able to set high performance expectations for the top players. Haileybury has a triple National Champion within its pupil body and a number of young players who show great potential. There is also a growing girls' programme with the requirement of the post holder to develop this further.

The role will also include a broader involvement in the sporting programme at Haileybury throughout the year, where an interest and competence in our focus sports of cricket, netball, rugby and/or hockey would be an advantage.

### Purpose

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role. This job description will be reviewed annually as part of the School's annual performance review process.

### Duties

- Lead the Rackets programme across Lower School and Main School.
- Deliver coaching sessions to pupils ranging in ability from beginners to national champions.
- Manage fixtures and competitions for the pupils, including Queen's tournament weeks (not always in term time).
- Enhance the digital strategy for Rackets, including use of video analysis, live streaming and social media.
- Assist with the 11+, 13+ and 16+ scholarship entry, prep school liaison and talent scouting.
- Be a key participant in the outreach / recruitment strategy, which includes the opportunities to bring potential sporting recruits on court and be involved strategic group visits on site.
- Manage the court, infrastructure and requisite facilities.
- Play a full and active part in Lower School PE and Games and Main School sport, across all ages, sports and abilities.
- Establish tours and preseason matches /training.

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- Be involved in the School's High Performance Programme.
- There may also be a possibility to explore the creation of a Rackets camp outside of term time.

## **Other Requirements**

### *Safeguarding and Child Protection*

All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

### *Health and Safety*

In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.

Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

### *Equality and Diversity*

Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

### *Code of Conduct*

Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

### *Data Protection*

All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

## Rackets Professional Person Specification

	Essential	Desirable
<b>Qualifications</b>		
Good general level of education (to GCSE level or equivalent)	✓	
Educated to A Level standard or equivalent and above		✓
<b>Knowledge, Skills and Experience</b>		
Experience of playing Rackets to a suitably high level	✓	
Experience of coaching at a variety of levels and ages		✓
Ability to motivate and encourage participation	✓	
Excellent interpersonal skills, oral and written communication skills with the ability to engage with pupils staff and key stakeholders	✓	
Excellent organisational and time management skills	✓	
Excellent administration skills and attention to detail	✓	
<b>Personal Attributes</b>		
Good understanding of working in a school and residential environment	✓	
Ability to communicate effectively with people at all levels in an organisation; ability to relate to young people	✓	
Willingness to work flexibly when required, and an ability to adapt to the needs of the role	✓	
Ability to work independently as well as part of a team	✓	
Ability to demonstrate diplomacy, discretion and professionalism	✓	