



# Position Description

## Head Tennis Coach

**OMNIA SUPERAT DILIGENTIA**  
DILIGENCE OVERCOMES ALL  
OUR SCHOOL MOTTO SINCE 1892

Ipswich Girls' Grammar School including Ipswich Junior Grammar School offers high quality, non-denominational education for girls only from Years 7 to 12, with boarding available from Year 5, and coeducation from Kindergarten to Year 6. We pride ourselves on providing a personalised, holistic education with a focus on academic excellence.

### *Our Focus*

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Confident, well-educated

### *Our Vision*

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Ipswich Girls' Grammar School inspires girls to become confident, well-educated young women. Ipswich Junior Grammar School nurtures young learners to become future leaders.

### *Our Mission*

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Shaped by our proud history and traditions and focused on academic excellence, our school aims to provide a personalised, holistic education by expert staff in engaging learning environments.

### *Our Aspiration*

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By 2022, our school aims to be an outstanding\* school known for its holistic education and students' excellent academic outcomes with an enrolment in excess of 1000 students from Early Learning to Year 12.

(\*Outstanding - as defined by the National School Improvement Tool)

### *Our Values*

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- **Diligence** - Staying focused until the job is done.
- **Excellence** - Striving to achieve the highest standards possible.
- **Respect** - Acknowledging the worth of every person and what matters to each one.
- **Integrity** - Constantly demonstrating high moral and ethical standards.
- **Care** - Attending with kindness, compassion and sensitivity to the needs of others.

### *Location*

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Address: 82 Chermside Road  
EAST IPSWICH QLD 4305

Telephone: +61 7 3454 4447

Facsimile: +61 7 3454 4480

Email: [principal@iggs.qld.edu.au](mailto:principal@iggs.qld.edu.au)

Website: <http://www.iggs.qld.edu.au>

THE ROLE	
Position Title:	Head Tennis Coach
Department:	Sport
Reports to:	Head of Secondary School Sport
Contract duration:	TBA
Classification:	Service Agreement

### *Your Employer*

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Ipswich Girls' Grammar School including Ipswich Junior Grammar School educates students from Pre-Prep to Year 12. The School's vision is focused on excellence and nurturing every young woman, girl and boy to become confident, well-educated and prepared for higher learning, leadership and life. We are inspired by the School's proud history and traditions, and our mission is to excel at providing each girl and young boy with a positive, personalised, all-round education, with an emphasis on academic achievement, by dedicated, professional staff in safe, first-class learning environments. The School's strategic plan is filled with exciting themes, objectives and initiatives targeted at remaining true to the objective in the original prospectus of providing a higher class of education for girls and now young boys.

### *Your Opportunity*

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As the School's tennis coach you will:

- Maintain the standard of excellence required by the School's reputation and uphold the philosophy of the School
- Promote the interests of Ipswich Girls' Grammar School including Ipswich Junior Grammar School
- Attend staff development and training programmes when and if appropriate
- Comply with work health and safety responsibilities detailed in the safety management system.

### *Your Role*

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As the Head Tennis Coach, you will provide to the School a professional, robust, high-level tennis program and first-class tennis program and provide all coaching, fixture and tournament needs, including equipment, for players from beginner to elite

Additionally this role will:

- Develop a tennis program to make Ipswich Girls' Grammar School including Ipswich Junior Grammar School a destination for school age tennis players
- Encourage these players to take part in the School's tennis programs and ensure that they are fully supported and all of their tennis needs are met
- Assist when required with the School's tennis curriculum
- Attract sponsorship and local support for the School's tennis program
- Sustain regular effective and informative communication and extend that communication to the wider community
- Strengthen ties between the School tennis community and the district tennis community
- To actively seek out regional, state and/or national tennis players not currently enrolled at the School who may benefit from an IGGs education with the aim of those students enrolling in the School.
- Maintain a current certificate of public liability insurance for a minimum sum insured of ten million dollars (\$10,000,000)
- Provide a fortnightly invoice for services provided
- Provide timesheets to the Head of Secondary Sport on a fortnightly basis to justify wages and any other expenses

### *Tennis Program*

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- Host a tennis camp for aspiring players during the lead up to Term 3 (ie either end of Term 2 or during the June/July holidays)

- Play home matches at Brassall Sporting Complex
- Provide lunch time sessions for players who want more practice or could not make a training session for a valid reason
- Play Offs - Saturday 13 June at IGS courts (TBC)
- Home games held at IGS (TBC)
- Term 1 (Invitational) - IGS Courts
  - Tuesday morning - Open and Junior A
  - Wednesday lunch - Junior (come and try)
  - Thursday lunch - Senior (come and try)
  - Thursday afternoon - Open and Junior A
- Term 2 (teams to be selected early) - IGS Courts
  - Tuesday morning - Opens and Junior A
  - Wednesday lunch - Jnr B and Jnr C (optional/catch up)
  - Wednesday afternoon - Snr A and Snr B
  - Thursday morning - Opens and Jnr A
  - Thursday lunch - Senior (optional)
  - Thursday afternoon - Jnr B and Jnr C
- School Championship Program
  - Singles Champion Year 10 to 12 and Open
  - Junior Singles Champion Year 7 to 9
  - Doubles Champion Year 10 to 12 and Open
  - Junior Doubles Champion Year 7 to 9
- Term 3
  - Friday and Saturday fixtures
- Term 4
  - Tuesday morning (6:30-8:30am) at Chermide Road (IDJTA courts) - all level training
  - Thursday morning (6:30-8:00am) at our school courts - Opens as well as selected Junior and Senior players
  - Thursday afternoon (3:10-4:30pm) at our school courts - all level training
  - Friday lunch (12:35-1:00pm) at our school courts - Opens as well as selected Junior and Senior players

### *Competency Required*

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- Be the holder of, or obtain, a Working with Children Suitability Card (Blue Card)

### *Formal Qualifications*

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- Be the holder of a current Tennis Australia Development Tennis Coach certification, or higher
- Current First Aid and CPR

### *Key Performance Indicators*

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1. Within the context of the duties described above, the ideal applicant will be someone who has professional coaching and quality service - Students, parents and staff report that they are receiving professional coaching and quality service.
2. Results - School tennis results in the QGSSSA and Andrews Cup competitions improve based on a combination of Overall Results and students' personal bests in the competition.
3. Enrolments - the talent identification program has yielded additional enrolments over a twelve-month period and the students remained enrolled at the program for at least twelve months.

### *Authorisation*

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I hereby agree that this Position Description accurately reflects my work requirements.

**Employee**

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Name

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Signature

\_\_\_\_\_

Date

**Director of  
People & Culture**

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date