

Loughborough University Tennis National Academy: Head of Education and Player Wellbeing

Job Ref: REQ230106

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Loughborough University National Tennis Academy (LUNTA) - About the Programme

Loughborough University National Tennis Academy (LUNTA) is a transformational environment for elite junior international tennis players and forms part of the Lawn Tennis Association's (LTA) Player Pathway, targeted at developing a greater number of professional players inside the senior top 100 in both the Men's and Women's game. The individualised, pro-style, interdisciplinary training environment tailored specifically to prepare players for the demands of professional tennis supports players between the ages of 14-18 years old (as young as 11 in exceptional circumstances).

Our philosophy is centred around providing accelerated progress and where whole chapters of development can be turned, as well as pages. Our mission is to develop Great People, Great Performers and Great Tennis Players, through high player-care and valuing the pursuit of excellence. We are a National Tennis Academy aimed at taking players on their journey to the top of U18 International Tennis and supporting their progress beyond through a quality academic experience, coaching excellence, leading performance support and unrivalled training and competition programmes.

Job Description

Job Grade: Management & Specialist Grade 6 (MA6)

Job Purpose

- Work closely with the Academy Manager/Head of Performance Support and Head Coach to develop and implement a world class and transformative player development programme that maximises player, performer and person development
- Support National Academy players to meet the Pro Scholarship Programme (PSP) selection criteria and nurture their potential to become high functioning top 100 professionals
- Be an integral part of the Academy's Senior Management Team (SMT) providing leadership on all aspects of player care, education and safeguarding and welfare to ensure the highest level of duty of care for our National Academy players
- Ensure each LUNTA player has a rounded person and player development plan in place that encompasses their tennis, education, and personal growth
- Support all aspects of the player's well-being; on and off the court in order to maximise performance and long-term athlete and personal development. This will involve working with junior players daily; building relationships with players, coaches, the LUNTA interdisciplinary team and parents; monitoring mental health and wellbeing; and providing a comprehensive and integrated programme with the athlete's personal and athletic development at the core

Key Responsibilities

The roles and responsibilities of the Head of Player Care position at LUNTA can be divided into four main areas: Education; Player Care and Wellbeing, Safeguarding and Welfare, and Academy Processes.

Education

- Lead in the oversight of education provision for LUNTA players. This includes exploration of education options and continuous assessment of requirements for the wide-ranging academic needs of the Academy's players; assisting the education provider/s with key recruitments that impact the provision of education to LUNTA players
- Ensure that all LUNTA players have the necessary provision to be able to succeed academically alongside their pursuit of tennis success. This includes working with the education provider/s, Academy Manager/Head of Performance Support, and Programme Coordinator to timetable effectively around tennis, performance support and other elements player programmes
- Be the daily connection point between LUNTA and the education providers. This includes relationship development with key stakeholders, linking closely with the education providers' SMT, Head of Boarding and teaching staff where appropriate; providing the education provider with relevant information on other parts of player programmes to ensure quality of teaching support can be upheld
- Work closely with the education provider's academic staff in the tracking of LUNTA player academic performance. This includes providing the LUNTA staff team, players and parents continual updates on academic performance and achievements, and adjusting programmes where necessary to obtain successful academic achievement
- Provide education feedback and input into regular player reviews and Individual Development Plan (IDP) meetings with players and parents

Player Care and Wellbeing

- To provide leadership and delivery of LUNTA's player care and wellbeing support. This includes working within an interdisciplinary team to improve the performance of LUNTA players through developing and implementing a bespoke programme with specific emphasis on; education and personal development, professional skills development, wellbeing, and mental health, and managing transitions and change.
- To work closely with the education provider and relevant Boarding Staff, including the provider's Head of Boarding, to provide a safe, secure, and enriched Boarding environment for LUNTA players to develop personally
- To work with the Academy Manager / Head of Performance Support to oversee and provide direction for the provision of mental wellbeing support to LUNTA players, staff and parents. This includes exploration into different providers or leading recruitment of staff, line management of delivery staff, and the development of a mental health pathway for LUNTA players
- Lead and be the main point of contact with regards to transition, ensuring players and parents feel prepared and supported when joining or leaving the Academy
- Lead the LUNTA Wellbeing Group and operate as the main player care and wellbeing contact point and link with the Lawn Tennis Association's (LTA) wellbeing group, supporting junior players across the pathway
- Share best practice and stay abreast of the latest research and developments within player care, performance lifestyle, safeguarding, duty of care and education. In order to drive improvement and inform delivery through building high quality relationships with key stakeholders.

- In conjunction with the LTA, lead and coordinate the provision of anti-doping education to LUNTA players, parents and staff

Safeguarding and Welfare

- Lead on safeguarding provision for LUNTA. This includes taking the role as Designated Safeguarding Lead (DSL) for the Academy; developing and communicating LUNTA Safeguarding Policies and Procedures to staff, players and parents; and working closely with the LTA to ensure consistent delivery in this area across the Player Pathway
- To be the main point of contact for parents, supporting their understanding of the principles and operational procedures of the Academy and to integrate their questions, feedback and concerns into the individual player and wider programme planning processes. To lead and coordinate the development and delivery of a comprehensive parent education programme, to support and guide the players and families through the player development journey
- To ensure that all LUNTA trips to tournaments, both domestic and international, are carried out with the highest of safeguarding standards in accordance with the LUNTA and LTA Safeguarding policies

Academy Processes

- As part of the Academy SMT, assist the Academy Manager/Head of Performance Support on some of the key processes for the Academy. To include working with the LTA on Player Recruitment and Selection, and Player Contracting and Renewals
- To be responsible for the collation of regular and informative feedback from all key stakeholders including LUNTA players, parent, and staff
- Lead the process of induction and transition into the Academy by connecting relevant partners (LTA, player's previous education and tennis support providers, parents, LUNTA staff).
- Lead effective transition out of players onto next stage of a player's career path. This will include having awareness of the wide range of career paths that our players may take and developing relationships to aid the smooth transition onto these pathways
- At all times conduct yourself with the highest integrity and act as an ambassador for the National Academy programme and Loughborough Sport.
- To assist the Head Coach and Academy Manager/Head of Performance Support in driving and implementing LUNTA values and player development philosophy; and embedding a culture of proactivity and excellence across the programme to successfully achieve the National Academy objectives.

General Requirements

- There is a requirement with this role to undertake some travel, both domestic and international, with other members of the LUNTA staff team,
- Contribute to the sharing of coaching ideas and skills within the high performance educational forums available on campus
- Promote adherence to ethical guidance and regulations with regard to drugs and doping in sport, in line with the LTA, UK Anti-Doping (UKAD) and the Loughborough University 'Clean Sport' commitment.

Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

It will be necessary to work outside normal office hours including some work in the evenings and at weekends.

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

This role reports to the LUNTA Academy Manager/Head of Performance Support. This role will line manage the Psychology provision for LUNTA and will have leadership responsibilities across the Academy.

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

| Area | Criteria | Stage |
|----------------------------|--|-------|
| Experience | Experience of working with junior high performance athletes and the experience and credibility to facilitate solutions to issues which may impact on wellbeing and performance | 1,2,3 |
| | Significant knowledge, understanding and experience of working within and supporting adolescents with safeguarding, welfare, mental health and wellbeing | 1,3 |
| | Experience in the provision of support to high performers in sport, business or education. This experience should include work with groups and individuals | 1,3 |
| | Experience in contributing to the design, content, delivery and evaluation of education and development interventions for individuals and groups | 1,3 |
| | Proven track record and significant experience of working in a interdisciplinary team of coaches and practitioners to review players' development, establish and implement Individual Development Plans (IDPs) | 1,3 |
| | Proven track record and significant experience in the holistic development of elite junior performers | 1,3 |
| Education & Qualifications | Degree level (or equivalent) in sports management, sports science psychology or a discipline relevant to the management and personal development of high performing individuals; OR significant experience of education systems or elite sporting systems from an athlete or coaching perspective | 1 |
| | A valid first aid certificate. | 1 |
| | Satisfactory Loughborough University and LTA DBS disclosure | 3 |
| | Attended, or committed to attending the LTA safeguarding course | 1,3 |
| | Attended, or committed to attending the UKAD Educator Course | 1,3 |
| Skills & Abilities | The ability to build quality working relationships with key stakeholders (including parents, coaches & teachers) | 1,2,3 |
| | Excellent presentation, planning and interpersonal communication skills | 1,2,3 |
| | Ability to engage and communicate with people of all ages, especially those under 18 years old | 1,2,3 |
| | Ability to effectively manage portion/s of budget | 1,3 |
| | The ability to provide supportive and directive line management to staff | 1,3 |
| | Excellent planning and organisational skills | 1,3 |
| | Team player with the ability to work under pressure, prioritise own workload and meet tight deadlines | 1,3 |

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| | Excellent problem solving and decision making skills with the ability to multi-task and balance conflicting demands | 1,2,3 |
| Other | Flexibility and willingness to work irregular hours as necessary | 1,3 |
| | To observe the University's Equal Opportunities Policy at all times | 1,3 |

Desirable Criteria

| Area | Criteria | Stage |
|----------------------------|---|-------|
| Experience | Knowledge and understanding of the British secondary school and international education systems at all levels, particularly higher education | 1,3 |
| Education & Qualifications | A Talented Athlete Lifestyle Support (TALS) qualification or a qualification relating to executive coaching or mentoring (e.g. ILM), or working towards such qualifications | 1 |

Conditions of Service

The position is full time and fixed term until 31st August 2029. This is a Grade 6 role with a competitive salary offered between £32,348 to £42,155 per annum, with opportunity for an additional market supplement for an exceptional successful candidates.

The appointment will be subject to the University's normal Terms and Conditions of Employment for grades 6 and above staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

