



**CROWN HILLS**  
COMMUNITY COLLEGE  
*A Specialist Sports College*

# Appointment Information

Physical Activity Project Officer  
(Grassroots Tennis Programme)



Crown Hills Community College  
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Dear prospective applicant,

Thank you for expressing an interest in this key vacancy as part of the Inspire Together team based at our college.

Over the last six years we have been on a journey to try and make this school not only one of the best schools for children to attend but also one of the best schools to work in as a member of staff. That is extremely rare, and we urge you to come and see us in action, speak to the staff and speak to the students. Every decision that we take is done with a lot of thought and consideration and we put wellbeing at the centre, so that teachers can teach, and students can learn.

This podcast and article by the Youth Sport Trust gives you a glimpse of our approach at Crown Hills Community College - Well Schools Podcast – Episode 2 CHCC.

There is always a tension between wellbeing and accountability, but I do believe that we are getting closer to finding the sweet spot between the two. Although it is not the end of our journey, we have been recognised for the work we do in this area; we have won the wellbeing school of the year award and have also been shortlisted for the prestigious Pearson's Award for secondary school of the year 2023.

Inspire Together are an innovative, not-for-profit organisation who have developed a network of schools and partner organisations to improve the health and wellbeing of young people. We work across six key-strands to strive towards our vision: 'Every young person enjoys being active so they have the long-term benefits of a healthy, happy lifestyle'.

The Physical Activity Project Officer post is a new fixed-term role created to deliver on a successful Tennis Foundation Innovation Funding application, using tennis as a vehicle to increase activity levels of girls and children with special educational needs and/or disabilities in areas of Leicester targeted as inactive through collaboration with our partners at Leicester City Council Public Health. We hope that through the success of the programme there maybe the opportunity to access further funding, extending the programme beyond the initial term. Although the project is focussed around tennis delivery and development of the game in schools and community settings, a specific tennis qualification is not essential to be the successful applicant for the role. It is expected that a formal tennis qualification will be gained as part of the officer's CPD, supported by Inspire Together & Crown Hills CC. If you have no previous tennis coaching experience we suggest that you could access and complete the LTA's Primary School Teacher Training as a minimum to support your application. You'll need to create a login to access the free online training which will take approximately 2 hours to complete - <https://www.lta.org.uk/>

These are indeed exciting times to join us and make a difference to the lives of others.

We have a very different approach and we are trying to create a very different culture at CHCC and Inspire Together, a culture whereby those in leadership do not hold authority and deserve to be followed; leaders at CHCC have to earn the right to lead and we welcome and appreciate challenge if we do not live up to the standards that are expected of us.

The THIRST values permeate all that we do and are a framework that staff can hold leaders to account for the way that they lead. We have high expectations, but we will provide the support, training and resources for you to deliver the best possible education for our students.

We are very clear that the gender, background, colour, poverty, wealth or social status of a child should have no bearing on how well they perform, and staff here work extremely hard in trying to close that gap between the different groups of pupils. As a result, we have improved our headline figures year on year and initial analysis places us in the top 12% of schools nationally for progress, although we know that we can still do better.

I would urge you to read our Wellbeing charter that provides you with an understanding of things that we do to just make your job that little bit easier, not tokenistic but just genuine little things that help.

If you would like to discuss the role in confidence, please contact Inspire Together Manager Dan Hewins, dhewins@crownhills.leicester.sch.uk or phone 07511 163 783.

Please read the attached job description and person specification. If you are interested in applying, please fill in the application form available on our eteach portal, <https://www.eteach.com/jobs/crown-hills-community-college-jobs-9453/?oo=ag> please include e-mail addresses of all referees, together with a letter of application (no more than 2 sides of A4, font 12) outlining your skills, qualifications and experience relevant to this post by 9am on Monday 7th July 2025. Please include your cover letter in the supporting statement section.

Deadline for applications: 9am, Monday 7th July 2025

Interviews likely to be Thursday 10th July

Start date 21st August 2025

*Yours sincerely,*

A handwritten signature in black ink, appearing to read 'F Adam', followed by a long horizontal flourish line.

Mr F Adam  
(Principal)



## JOB DESCRIPTION

Job Title: Physical Activity Project Officer (Grassroots Tennis Programme)	11-16 Maintained
College: Crown Hills Community College	Grade: Grade 6, Point 15
Reports to: Inspire Together Managers & Assistant Principal	Salary: Actual salary = £28,517 (pending pay review) (FTE £31,067)
Term: Temporary, 12-month fixed term contract	
Full-time, Term-time only + 3 weeks holiday delivery & 3 days staff training. Potential opportunity to apply for additional funding to extend role beyond initial term. Start Date 21st August 2025.	

### JOB PURPOSE SUMMARY

The role is a mix of strategic development work and coaching grassroot tennis within school and community environments.

- To take a lead role in the planning and delivery of Inspire Together's 'Set for the Future' grassroots Tennis Programme (delivered in-line with the LTA's 'Opened Up' strategy).
- To plan and deliver impactful, tennis-based intervention sessions for the least active children and young people in Leicester's primary schools.
- To support 60 Active Minutes a Day for children and young people, with a particular focus on girls and children with special educational needs and/or disabilities in low socio-economic areas of Leicester.
- To develop and deploy a workforce of young leaders from secondary schools and colleges to support the school and community tennis programmes.
- To work collaboratively with key partners such as Leicester City Council, We Do Tennis and Tennis Club volunteers to maximise the participation and progression opportunities for children, young people and their families in Leicester.
- To provide outstanding advocacy and support across a wide network of partners.
- To ensure that the needs of children & young people are central to all that is done.

### CORE OBJECTIVES

1. To use tennis as a tool to contribute to Leicester's 'Turning the Tide on Inactivity' strategy as a key part of aim 1, Active Start.
2. To support the ambition of at least 60 active minutes per day for all children and young people in Leicester particularly targeting girls and children with SEND.
3. To increase physical activity levels in the least active children and young people living in Leicester through school-based intervention physical activity programmes.
4. To inspire and educate children and young people, families and community groups to participate in physical activity and healthy behaviours/lifestyles.
5. To work with partners to develop the accessibility and use of Leicester Park tennis and grow the club game at a grassroots level.
6. Delivering on Inspire Together's Vision 'That every young person enjoys being active so that they have the long-term benefits of a healthy, happy lifestyle.'

### OVERALL RESPONSIBILITIES

Strategically leading and deliver on the 12 month Set for the Future programme in identified areas of Leicester, working to agreed KPI's including:

- Planning, delivering and monitoring a coordinated programme of a high-quality physical activity programme based around tennis skills and games within targeted areas of Leicester.
- Strategically developing a localised, accessible pathway for the children and families of Leicester to play tennis; linking schools, LCC Parks & Club facilities.
- Mentoring school staff through the delivery of sessions to understand and use the resources provided for sustained delivery within schools.

- Working with young leaders to support sessions, events and community initiatives. This will include delivering CPD and signposting to higher level leadership, coaching and officiating opportunities.
- Representing Inspire Together and Crown Hills CC to the highest standards to young people, families, school staff and wider partners.
- Provide outstanding advocacy and support across the wider network.
- Ensure that the needs of all young people are central to all that is done.
- Any other duties commensurate with the overall scope of this position. This job description sets out the duties of the post at the time it was drawn up. The Inspire Together Manager may vary the duties from time to time without changing their general character or the level of responsibility entailed.

## RELATIONSHIP TO OTHERS

- a. Ability to work on your own initiative and be proactive, as well as being an effective team member.
- b. Build strong working relationships with key partners such as Leicester City Council, We Do Tennis, Tennis Leicestershire, LTA, Tennis Foundation and local Tennis Club officers & coaches.
- c. Able to deal sensitively and appropriately with confidential information.
- d. Maintain good working relationships with colleagues, students, parents/carers, governors, the community and Local Authority and ensure all communication is consistent with the school's ethos.
- e. Lead with the THIRST values of the college at the core of everything that we do.

## ACCOUNTABILITY

- a. To ensure that reporting deadlines are met to all relevant funding partners and to share findings and progress with key partners to support the success of the programme.
- b. To hold yourself and others accountable to the values and standards that the college, Inspire Together and those that the profession are expected to uphold.
- c. Make best use of all resources to support the development and implementation of Inspire Together programmes for the benefit of young people and communities in Leicester.
- d. Manage registers, monitor and collect all necessary data to influence reports, case studies and evidence in line with GDPR and other relevant policies.
- e. Support the consistent messaging to parents/carers, young people and partners about Inspire Together's role in supporting the health & wellbeing of young people and their families, influencing behavioural change for healthier, happier lifestyles.
- f. To accept challenge and support from line management, Inspire Together Governance and the college Governing Body.

## SPECIAL FACTORS

Subject to the duration of the need, the special conditions given below apply:

- (a) The nature of the work may involve the post-holder carrying out work outside of normal school working hours.
- (b) The post-holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.
- (d) This post is subject to a check being carried out at an Enhanced level by the Criminal Records Bureau regarding any previous criminal record.
- (e) The post-holder will be expected to travel across Leicester transporting the necessary equipment to and from sessions.
- (f) Subject to review, the post will attract a Casual user car allowance.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

# PERSON SPECIFICATION

No.	CATEGORIES	Essential/ Desirable	Application Form	Interview / Task
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## TRAINING & EDUCATION

1	Minimum of a Level 2 UKCC / NGB Coaching award (or equivalent) in at least one sport. Or a relevant Level 2 NVQ, BTEC or Degree in coaching	E	✓	
2	Tennis coaching qualification, school or community based.	D	✓	
3	Coaching people with Disabilities or equivalent qualification.	D	✓	
4	Evidence of continuous professional development.	E	✓	
5	First Aid qualification.	D	✓	
6	Current Safeguarding/Prevent training.	D	✓	

## PROVEN EXPERIENCE IN THE FOLLOWING AREAS

7	Delivering sessions within a school/community setting to various audiences of children & young people.	E	✓	✓
8	Experience of delivering tennis-based sport and/or physical activity sessions.	E	✓	✓
9	Coaching or teaching people with Special Educational Needs and/or Disabilities.	E	✓	✓
10	Sport or Physical Activity Development project management.	E	✓	✓
11	Successfully managing large scale sport/physical activity/ sports projects/ initiatives/programmes.	D	✓	
12	Bid writing and successfully securing funding.	D	✓	

13	Partnership & teamworking.	E	✓	✓
14	Supporting and mentoring staff and/or volunteers.	D	✓	
15	Reporting and evidencing impact to managers and/or stake holders.	E	✓	✓

## ABILITIES, SKILLS AND KNOWLEDGE

16	Knowledge and understanding of children & adult's recommended physical activity levels aligned to the CMO guidelines.	E	✓	✓
17	Ability to plan, deliver a progressive sessional programme with assessment criteria.	E	✓	✓
18	Ability to creatively adapt sessions at short notice using the STEP model when needed to ensure a positive session for all participants.	D		✓
19	Knowledge and understanding of safeguarding and child protection within sport including health & safety/risk assessment.	E	✓	✓
20	Ability to coach, inspire and motivate inactive young people and non-PE trained school staff.	E	✓	✓
21	Knowledge and understanding of Physical Activity for SEND pupils.	D	✓	✓
22	Proven ability to work innovatively to remove barriers to participation.	E	✓	✓
23	Ability to work autonomously, prioritise conflicting demands and thrive under pressure.	E	✓	
24	Sound working knowledge of Microsoft office i.e. Word, Excel, PowerPoint, Outlook 365, Teams etc.	E	✓	
25	Is a strong team player with good interpersonal skills.	E	✓	✓

## ABILITIES, SKILLS AND KNOWLEDGE

26	Has excellent organisational, planning and communication skills.	E	✓	✓
27	Commitment to working flexibly outside of school hours to achieve outstanding outcomes.	E	✓	
28	Passionate belief in the school's & organisations aims and values.	E	✓	✓
29	Highest level of professional and personal integrity.	E	✓	✓
30	A strong commitment to inclusion and overcoming barriers.	E	✓	✓
31	Personal resilience, persistence and perseverance.	E	✓	✓
32	Commitment to the pursuit of continuous professional development for oneself and others.	E	✓	✓
33	A sense of humour.	E		✓