



The Alice Smith School

Job Description: Head Swim Coach (Whole School)

Purpose

To provide professional leadership and management of the extra-curricular swimming programme, ensuring the design, implementation and delivery of an effective and comprehensive programme of swim coaching and performance development. In addition to coaching, the Head Swim Coach will contribute to the day to day swimming curriculum, organise competitive events, oversee entry to competitive events (both locally and overseas) and coordinate a coaching programme for KLASS Torpedoes, the school's swimming club, on both campuses.

The role will require the Head Swim Coach to work at both campuses during and outside of normal school teaching hours and to work at weekends as required to implement an effective whole school swim programme.

Line management responsibilities

The Head Swim Coach is line managed by the Director of Sport (Whole School).

The Head Swim Coach has responsibility for:

- The administration and management of KLASS Torpedoes including parent liaison, financial management, health and safety risk management and facility management.
- Key developments in the Torpedoes Swimming Club
- Working with the Swimming Coaches and Physical Education staff to secure the highest level of performance for each individual student on the programme.
- Line management of a full time performance swim coach and a team of swim teachers and part-time fixed rate coaches who all contribute to the extra curricular swim programme.
- Developing student-athletes capable of representing the school successfully at ISAC, FOBISIA and SEASAC level.
- Ensuring student safeguarding is considered in every aspect of the KLASS Torpedoes programme.

Key Responsibility areas

Swim programme:

- Provide appropriate opportunities for students of a wide variety of abilities to extend themselves to their fullest extent; beyond the curriculum by the provision of swimming extracurricular activities, and in particular for the competitive KLASS Torpedoes swim team.
- Coach a squad within the KLASS Torpedoes programme as needed.

- Provide a planning framework for the development of engaging seasonal and sessional plans to teach skills, develop fitness and achieve competitive outcomes.
- Organise trials in an efficient and transparent manner.
- When needed collaborate with the Director of Sport, Heads of Sport (Primary & Secondary) and Swim coaches, to select teams, and enter these teams into swim specific events and multi sport competitions with a swim element.
- Manage the planning and leadership of excursions including local competitions and overseas events.
- Keep abreast of all current best practice regarding training methods, skill, tactical developments etc. and changes to FINA rules and regulations.
- Join the PE department when required to support the delivery of relevant swim schemes of learning.

Professional:

- Lead and line manage the swim coaching team.
- Work with the Director of Sport and Vice Principals (Our Staff) to recommend programmes of professional development for staff associated with the swimming programmes of the school.
- Support the induction of new staff with regards to swimming programme.
- To ensure a functioning cross-cultural team and climate of mutual respect.
- Recommend developments for the staffing of the swimming programme.
- To deliver training for coaches and swimming personnel and assist with the delivery of cross campus life saving training.

Communication:

- Work in close partnership with the Director of Sport to ensure communications are of the highest order.
- Liaise closely with the Head of PE Primary and Head of PE Secondary if required to plan instructional units for the PE curriculum and in designing the extra-curricular swimming programme.
- Keep parents fully informed of activities, selections, programmes and events on a long term and short term basis.
- Assist the PE and Sports departments to answer parental enquiries that may arise after trials and/or during the season.
- Maintain the KLASS Torpedoes online profile via associated social media accounts.
- Be the main link between the Swimming activities in the school's curriculum and the extra-curricular Swimming activities.
- Lead presentations to parents on aspects of the swimming programme.
- Contribute articles to school and other publications.

Policy and Planning:

- Support the planning of the ECA swimming programme and lead on planning relating to KLASS Torpedoes, including junior development, team training, meet calendar,

invitationals, camps and weekend training.

- Recommend developments in the school's swimming curriculum programme, writing the relevant instructional units in collaboration with the Heads of PE.
- Ensure the smooth running of all school swimming competitions.

Finance and Resources:

- Plan and monitor the budget for all swimming activities.
- Make available via a suitable ordering system the provision of appropriate uniforms and swimsuits as needed.
- Ensure resources are used effectively and appropriately stored.

Admissions:

- Ensure that new students are properly assessed and introduced to the KLASS Torpedoes swimming programme at an appropriate level. Support when necessary the same process for curriculum swimming.
- Ensure that all coaches are aware of relevant medical conditions of new students.
- Assist in the promotion of KLASS Torpedoes to new families, particularly at the start of each academic year through parent information mornings.

Health and Safety:

- Ensure that all members of staff associated with swimming activities are suitably qualified in terms of lifesaving or other health and safety issues.
- Ensure that all staff are aware of any health conditions of students which may cause difficulties during swimming activities.
- Assist the Director of Sport in monitoring health and safety matters pertaining to the swimming pools and pool compounds.

Facilities:

- Ensure that the school's swimming equipment is properly maintained, advising the Director of Sport of any the problems arising that may make training or competition hazardous and logging relevant items with the schools maintenance team.
- Advise how the school swimming facilities might be further developed.

The duties and responsibilities of this post may vary from time to time according to the changing demands of the school. This job description may be reviewed at the reasonable discretion of the Principal in the light of those changing requirements and in consultation with the post holder. The performance of the Head Swim Coach in these key responsibility areas is formatively reviewed over the year as part of the school's PGA process.



Name of Post Holder:	
Signature of Post Holder:	
Date:	

Signed on behalf of the Alice Smith School by:	
Name:	
Signature:	
Position:	