

**MOUNT
KELLY**

Boarding and Day School
Boys and Girls, Aged 3-18

DIRECTOR OF SWIMMING

Application Pack

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INTRODUCTION

Mount Kelly, set on the edge of Dartmoor National Park, combines academic excellence, an outstanding range of opportunities beyond the classroom, and exceptional pastoral care. We are a fully co-educational boarding and day School for children aged between 3 and 18. We have high expectations of our pupils and this encourages them to believe in themselves, to be inquisitive and resilient, and to show ambition both in and outside of the classroom. We challenge and develop all those who come to us at whatever age, stretching the most able whilst supporting those who occasionally need a helping hand.

A distinctive, and long-standing, element of the School's identity is the performance swimming programme. Established in 1978, the programme has produced swimmers of the highest calibre, including Olympians and Paralympians, and Mount Kelly is regarded both nationally and internationally as a centre of excellence. Recent investment has seen the opening, by the Princess Royal in February 2017, of the Olympic Legacy 50m Pool, and the refurbishment of the gym, as well as the refurbishment and extension of many other sporting facilities.

The Swimming Programme has grown significantly in the last three years, and we are attracting growing numbers of swimmers with the potential to compete at the very highest level. We were delighted earlier this year when Mount Kelly, having won Division 1 of the Arena League, secured promotion to the Premier Division. Mount Kelly also won the ESSA Relay Championships in London, and the Geneva International Swim Meet in both 2016 and 2018, while our para-swimmers have also excelled in recent months, winning fifteen gold medals at the recent National Junior Para Championships. Growing numbers of Mount Kelly swimmers are achieving international recognition, most recently Niamh Robinson, who has recently returned from the Gold Coast Commonwealth Games, whilst our para-swimmers have also enjoyed significant success.

A number of our pupils have also enjoyed success in multi-disciplinary individual sports, such as triathlon and pentathlon, and we have made a clear commitment to grow our provision in this area.

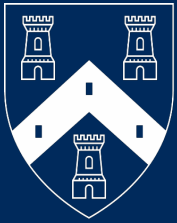
We understand the enormous pressures which our swimmers face, and the extraordinary commitment required to compete at a national or international level, and all our staff are committed to ensuring their success and happiness, both in the pool and more widely.

The Director of Swimming will have the privilege of leading an enormously talented and committed coaching team, and will effectively manage the programme in the complicated context of a busy boarding school, with strong links not only to the local community but also to the wider world.



M.J. Semmence
Head Master





MOUNT KELLY

Boarding and Day School
Boys and Girls, Aged 3-18

DIRECTOR OF SWIMMING

Required from September 2018



The Director of Swimming is responsible for the leadership, management and performance of the Mount Kelly Swimming Programme.

As such, he/she will have first-line responsibility for the following:

- The establishment and fulfilment of a clear vision for Mount Kelly swimming and individual performance sport
- The quality of the swim programme, ensuring coaching of the highest quality in all training squads
- The measurable progress of individual swimmers and the swim programme as a whole, judged against set targets
- The proactive management of fully collaborative relations with parents, ensuring clear and timely communication
- The effective deployment and management of the coaching team, including CPD and career management
- The recruitment of swimmers and individual performance athletes across the age and ability range, in collaboration with the School Admissions Office
- The management of parent relations, in collaboration with school pastoral staff
- The full and effective integration of the swimming programme into the wider life of the school
- Effective cooperation and collaboration with the following stakeholders and external agencies:
 1. The School's commercial programme
 2. Local community user groups
 3. External governing bodies, including the British Olympic Association, British Swimming, the England Talent Programme, and the English School's Swimming Association

THE ROLE

We are looking to recruit a suitably qualified, enthusiastic and energetic Director of Swimming who is able to lead the provision and management of Performance Swimming. S/he will provide effective leadership, and have the management skills to deliver the aims for Mount Kelly swimming within a clear timeframe.

The aims of the Mount Kelly Swimming Programme are as follows:

- Develop the most successful swimming programme in the country
- Ensure a world-class coaching regime, that meets the needs of all our swimmers
- Take a balanced long-term view on individuals' swimming development and ensure that the unique welfare requirements of our performance athletes are met
- Maintain first-class facilities, including both 50m and 25m pools, and a fully-equipped gym
- Ensure a holistic and well-balanced education for all our swimmers
- Ensure that the swimming programme brings benefit even to those pupils who do not take part in it, providing a permanent reminder of the time and effort it takes to achieve excellence.

KEY RESPONSIBILITIES

Leadership

- Set the tone and ethos of the Mount Kelly swim programme.
- Lead, inspire and motivate the coaching team in order to realise the School's vision for the swim programme
- Be responsible for the design and delivery of a first-class swim programme.
- Working closely with the Director of Sport and SLT, actively promote the School's behavioural values and expectations amongst swim squad members and the coaching team.

Strategy

- Working with the Head Master and Director of Sport, develop a clear strategic plan for performance swimming at Mount Kelly.
- To design and deliver a competition schedule which maximises the development of each individual swimmer and leads to national success.
- Work with local, national and international universities and colleges to develop pathways for our pupils

Management

- Ensure the efficient deployment and management of all the resources at the disposal of the Swim Programme.
- Make full use of Swim Manager, the School's online programme management system
- Participate fully in the appraisal process of all reporting staff as required.
- Maintain positive working relationships with all external stakeholders
- Work closely with the Commercial Pool Manager to coordinate pool use between the Mount Kelly swim programme and the community and commercial programme.
- Meet with the Head Master and Director of Sport on a weekly basis to report on progress and performance
- Working with the Director of Sport, Principal Deputy Head and Head of Prep, ensure that all swimmers are able to engage with the fullest possible range of extra-curricular opportunities at Mount Kelly.
- Working closely with SLT, ensure swimming is fully and properly integrated into the school's reporting regime.
- Recruit, train, and manage a team of Swim Team supporters, including marshals, pool-side officials and team managers

Coaching

- Establish, monitor and maintain coaching best-practice for all swimmers and individual performance athletes.
- Ensure Mount Kelly swim training operates at the leading edge of training development and theory.
- Oversee the coaching team to guide swimmers with regards to technique and stroke development, utilising the full range of methodologies, including digital video analysis
- Ensure swimmers are properly supported with regards to goal setting, land training, sports psychology, sport massage and sport nutrition.
- Lead and manage a programme of swim camps outside term-time, to ensure swimmers are effectively prepared for the English and British Championships and other high-profile competitions.

Events

- Ensure appropriate planning for, attendance at, and participation in, all events and competitions.
- Ensure all safeguarding and logistical requirements are met, while adhering to all relevant Mount Kelly policies and other statutory requirements.
- Remain mindful of the outward-facing dimension of all events, managing parents and ensuring the Mount Kelly brand is strongly promoted.

Academic and Pastoral Welfare

- Have due regard to the wellbeing of all swimmers, from both a pastoral and academic perspective, by working closely with the SLT and other relevant pastoral / academic staff.

Communication and Marketing

- Ensure regular, detailed and efficient communication with swim parents
- In close liaison with the PDH/Head of Prep, respond effectively and in a timely manner to parental concerns.
- Establish and maintain a local, national and international profile for Mount Kelly Swimming.
- Work closely with the Director of Admissions & Marketing to develop all Foundation Swimming recruitment marketing.

Mount Kelly Enterprises Ltd and Mount Kelly Swimming Ltd

Our Swim Schools have been running for nearly 40 years and they tend to take place for one week during Easter and Summer each year.

- Work with the Commercial Director and Commercial Pool Manager to arrange and promote the swim schools.
- Oversee the organisation and staffing requirement to support the successful delivery of the swim schools.

- Liaise closely with visiting group leaders to ensure the full range of coaching support is available to those attending swim schools.

Finance

- Working with the Operations Manager, liaise regularly with the Bursary with regards to the financial management of the Swim Programme.

Other

- Attend the full programme of Foundation gatherings/meetings. This includes, but is not limited to, Chapel services, Head Master's Assemblies, weekly staff meetings and meetings to consider the welfare and progress of pupils.
- The post is full-time and the Director of Swimming will be required to work flexible hours according to the needs of the swimming programme and of the Foundation
- The post-holder must be in sympathy with the aims of the School, and key to success will be a willingness to engage fully with the Foundation's Strategic and Development Plans.
- As part of the School community, the successful applicant must take general responsibility for promoting and safeguarding the welfare of children and young persons, and must be a positive and helpful member of the School staff.

THE CANDIDATE

The successful candidate is likely to have a sports-related degree and evidence of a successful coaching career to date.

Qualifications/Experience

- Proven track record of successful coaching, to national and international level
- Sports Science degree or similar would be an advantage
- Experience of multi-disciplinary performance sport coaching would be an advantage
- Experience of coaching provision for para-swimmers would be an advantage

Knowledge

- Knowledge of current coaching methodology
- Understanding of effective pastoral care
- Knowledge and understanding of independent school sport provision would be an advantage

Skills and Abilities

- Strong communication and interpersonal skills
- The ability to manage a team
- Clarity of thought
- Excellent organisational skills
- Willingness to take action to confront issues and overcome problems
- Ability to create and maintain strong, supportive relationships with staff, parents/carers, pupils and the community
- Ability to analyse and interpret data to judge and improve the effectiveness of coaching
- Ability to inspire, motivate and support others
- Ability to be innovative, creative and tenacious

Personal and Professional Qualities

- Willingness to be fully involved in the life of a busy boarding school
- Aspirational and empathetic, with a genuine belief in the potential of every pupil
- Resilient, determined, pragmatic
- Persuasive and influential
- An effective and collaborative team player
- Flexible and resourceful

THE FACILITIES



Many of the on-site facilities are either new or have recently been refurbished and include:

- 50m Pool
- 25m Pool
- Swimming Performance Centre
- Strength and conditioning gym
- One full-size, one three quarter-size, and one half-size all-weather pitch
- Running trails
- Access to an all-weather athletics track
- Sports hall

The School also benefits from its unique location on the edge of Dartmoor National Park. This brings enviable opportunities for road cycle training, whilst estuarine, coastal and fresh-water swim training opportunities abound. The school also enjoys growing links to universities with leading higher education sports provision, including Bath, Plymouth Marjon and Exeter.

THE PACKAGE

The post comes with a highly attractive remuneration package, including the following:

- Competitive salary
- Three-bedroom on-site accommodation
- School fee discount for children
- Membership of contributory pension scheme
- Generous annual leave

LIVING IN TAVISTOCK

Tavistock is an ancient stannary and market town set on the River Tavy, from which its name derives. It traces its recorded history back to at least AD 961, when Tavistock Abbey was founded, its ruins lying in the centre of the town. Tavistock's most famous son is Sir Francis Drake.

Tavistock is a wonderful place to live, especially for those raising young families, and frequently features in surveys for the best places to live in the UK. It has been voted 'Best Market Town' and 'Best Food Town' in England, largely on the strength of the many independent food shops and suppliers in the town and in the local area.

Tavistock reflects the county of Devon, set in spectacular countryside, on the edge of Dartmoor National Park, with low crime rates, and a wealth of places of interest close by. The town is also within easy reach of Plymouth and Exeter, each of which boasts a vibrant cultural life with wide retail and leisure opportunities.



INFORMATION FOR CANDIDATES

Candidates should submit an application form and submit with a CV and letter outlining their suitability for the post, to the Head Master at HR@mountkelly.com

Application forms are available from www.mountkelly.com/Jobs

- Closing date for applications: Tuesday 5 June
- First round interviews: Monday 11 to Wednesday 13 June
- Second round interviews: Thursday 21 to Friday 22 June

Mount Kelly is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake a criminal record check via the DBS. Charity Registration Number 306716.

