



Whole School – Head of Aquatics

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Tanglin Mission

Tanglin Trust School Singapore has a long tradition of providing British-based learning with an international perspective. At Tanglin we strive to make every individual feel valued, happy and successful. Responsibility, enthusiasm and participation are actively encouraged and integrity is prized. Working together in a safe, caring yet stimulating environment, we set high expectations whilst offering strong support, resulting in a community of lifelong learners who can contribute with confidence to our world.

Person Specification

We are seeking to appoint a full-time colleague to lead and develop the 'Merlions' competitive swimming programme at Tanglin. The successful candidate will also lead and manage the Head Coach (Aquatics) to ensure an effective coaching programme. He/She will oversee Tanglin's participation in competitive swimming meets, including those organised by FOBISIA, SEASAC and ACSIS.

Key Responsibilities

1. To lead and develop the competitive swimming (Merlions) programme at TTS to encourage participation; nurture young talent; challenge the ablest swimmers. This includes liaising with the Heads of PE/Sport to identify potential Merlions and to plan appropriate CCA/development activities.
2. To be responsible for the planning and delivery of the annual swimming programme, supported by the Head Coach (Aquatics) and the Activities and Sport administration team.
3. To ensure excellent communication between the swimming coaches; swimmers; parents; the Sports and Activities team and the Schools (through the Heads of PE and, where appropriate, the Heads of School).
4. To support the delivery of swimming in the curriculum by advising the PE team on schemes of learning and teaching approaches, providing appropriate INSET sessions when appropriate.
5. To ensure that the pool facility and associated equipment are maintained to high standards with regard to health and safety and to maintain the pool based/ swimming activities Risk Assessments and Standard Operating Procedures, ensuring that they comply with current regulations and best practice.

6. To be responsible for the Merlions' budget: forecasting annual spending and ensuring that expected fee income will cover expenditure; monitoring coaches' claims; logging expenditure and placing orders for new equipment, through the Activities and Sport team.
7. To oversee the management of Merlions team kit, supported by the Activities and Sport team.
8. To lead the swimming coaching team, overseeing the work of the Head Coach and the Assistant Coaches to ensure appropriate levels of support and challenge; conducting performance reviews and supporting the team to identify CPD opportunities for personal development.
9. To coach assigned squads as part of the planned training programme.
10. To lead and oversee the trials and selection processes for the training squads and competitive swimming teams.
11. To lead the team in the organisation of competitive swimming events hosted by Tanglin, supported by the Activities and Sport team and the Activities and Sport Director.
12. To ensure that detailed records are kept of attendance and achievements of individual students and school records.
13. To use IT software such as Meet Manager and Team Manager for record keeping and meet entries.
14. To contribute to the planning and implementation of swimming initiatives according to the School's calendar, including the swimming training camps in school vacations.
15. To advise the Management Team and any relevant external consultants on the specifications required for any future development of the School's swimming facilities and to be part of the project team for any relevant new build/refurbishment project, to ensure that those specifications are met.
16. To follow the School's policies and procedures with regard to discipline and behaviour.
17. To attend and contribute to meetings of a professional nature as and when required.
18. To promote the School, and in particular the Merlions, through appropriate sporting opportunities, achievements and publications.

19. To lead or accompany international school trips when required.
20. To comply with any reasonable requests made by the Sports and Activities Director and the Senior Management Team.

Professional Development

21. To understand the importance of professional accountability and recognize individual responsibility for personal and professional development.
22. To ensure that personal knowledge and skills meet the requirements of the post and they are in line with current evidence based practice.
23. On an annual basis complete a review and development process with the Sports and Activities Director and undertake identified development opportunities.

Personal Attributes

24. Be outgoing and positive when working with students, teachers and members of the school community.
25. Possess a pleasant disposition with excellent interpersonal, organizational and communication skills.
26. Show excellent initiative to solve problems as well as a clear vision for the Merlions.
27. Have a disciplined approach to attendance and punctuality; leading by example.

The school 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 candidate will be required to provide an Enhanced DBS disclosure certificate.

Remuneration and Benefits package

Salary

Salary will commensurate with experience and qualification.

Responsibility allowance of S\$1,200 per month, one month's bonus and gratuity.

Benefits

Housing allowance (for overseas recruited only).

Home leave passage (every 2 years) (for overseas recruited only).

Full School fees subsidy (for overseas recruited only).

School fees subsidy of up to 50% (for locally engaged).

Medical benefits

Inpatient and outpatient medical coverage for staff & eligible dependents (for overseas recruited).

Inpatient and outpatient medical coverage for staff (for locally engaged).

Dental allowance.

One-time benefits for Arrival and/or Departure (for overseas recruited)

Settling-in allowance.

Inbound flight for staff and eligible dependents.

Leaving flights for staff and eligible dependents.

Baggage allowance for leavers.