



Leadership for a better world

JOB DESCRIPTION (ACADEMIC)

I. Job Information

Job Title:	Head of Aquatics
Department:	Extra Curricular Activities
Line Manager's Job Title:	Assistant Head of Extra Curricular Activities (ECA)

II. Job Specification

Job Purpose: The Head of Aquatics will have responsibility for the organisation and development of the sport, across the whole school under the remit of the Assistant Head of Extra Curricular Activities (ECA) and in some case the Heads of PE and Sports. As such the role is an important developmental and management position within the school's development.	
Key Tasks and responsibilities	
Key areas of accountabilities	Main duties & responsibilities to support achieving accountabilities
1. General	<ul style="list-style-type: none"> To be responsible for Swimming throughout Harrow Beijing. To lead, manage and set up a Harrow Swimming programme at all levels of the school, with a particular focus on coaching the swimming squads. To be responsible for the overall administration of Swimming by agreed school policies. To ensure a coordinated approach to Swimming participation, performance and excellence through the support of associated development bodies (including all recognised local and international sporting; conferences/organisations; ISAC, JISAC, ACAMIS and FOBISIA). To work collaboratively with the Leadership and Service Activities Coordinator (LSA's) (this is our extracurricular activities programme) to ensure a suitable and structured Swimming programme is put in place for LSA's and also for the extended learning day.
2. Teaching	<ul style="list-style-type: none"> To coach/teach swimmers of all abilities and to do so in a safe and encouraging manner. Help develop 'a learn to swim programme' for all ages and set up interventions in curriculum swimming for weaker students.
3. Development/Planning	<ul style="list-style-type: none"> To establish a Development Plan for the overall infrastructure of school Swimming to cover performance, coaching and facilities at all levels.
4. Delivery	<ul style="list-style-type: none"> Help deliver a training programme to improve the Harrow Swim Squad and that supports curriculum swimming across the school.



Leadership for a better world

JOB DESCRIPTION (ACADEMIC)

5. Technology	<ul style="list-style-type: none"> Become or be familiar with Team/Meet manager tech software.
6. Organisation	<ul style="list-style-type: none"> Coordinate with PE department, lifeguards and external providers to ensure the pool is set-up and ready for lessons and then also put away any equipment once a lesson has finished. To assume responsibility for the organisation of House Swimming competitions across both US and LS where appropriate.
7. Safeguarding	<ul style="list-style-type: none"> To take seriously the responsibility to safeguard and promote the welfare of children, and to work together with others to ensure adequate arrangements within the School help to identify, assess, and support children who are suffering harm.

Key Relationships:

Internal

PE Staff/Other staff

External

Parents, external companies/providers and other schools

Person Specification (see guidance below before updating this section)

	Essential	Desirable
Behaviours	<ul style="list-style-type: none"> Professional Understand the mission of the Harrow Beijing Engage with parents and cultivate relationships to create a collaborative swim team environment Follow Harrow's policies and procedures; respond to emergency situations Attend any and all team meetings and get together, as deemed necessary by the Heads of Sport Enthusiastic and positive attitude towards swimming Be comfortable getting into the water to teach swimming with EYFS-Year 2/3 where required by the PE department 	<ul style="list-style-type: none"> The ability to inspire confidence and motivate swimmers Perseverance and patience An understanding of how to differentiate in a teaching/coaching session Evaluate sessions and give feedback



HARROW
BEIJING

Leadership for a better world

JOB DESCRIPTION (ACADEMIC)

Skills and Knowledge	<ul style="list-style-type: none">• Ability to work in a way that promotes the safety and wellbeing of children.• Effective communication and engagement with children and their families.• Have the knowledge to provide corrective feedback that will enhance swimmers' techniques• Provide explanations and demonstrate swimming techniques• Confident swimmer	<ul style="list-style-type: none">• Knowledge and understanding of positive disciplinary methods.• Knowledge and understanding of child development and its impact on behaviour.
Experience	<ul style="list-style-type: none">• Coaching/Teaching swimming to children (Ages 3-18)	<ul style="list-style-type: none">• Previous leadership experience• Familiarity with schools• Elite level swimming• Performs/Performed at a high level of swimming• Taught curriculum swimming across all four key stages
Qualifications	<ul style="list-style-type: none">• Bachelor's Degree from a recognised University• Minimum of 2 years swim coaching or teaching experience• Minimum of a level 2 Local/International swimming qualification• Relevant safeguarding clearances• <u>Be able to speak English confidently and clearly.</u>• Relevant first aid training	<ul style="list-style-type: none">• Other recognised swim qualifications (for example: FINA, ASA, AUSTSWIM)• PE/Sports coaching certificates• PE/Sports Degree