

AQUATICS COORDINATOR JOB DESCRIPTION

Job Title:	Aquatics Co-ordinator
Line Manager:	Director of PE and Sport
Job Grade	C

Purpose of Job

- Co-ordinator of Aquatics will have responsibility for the organisation and development of the swimming, across the whole school under the remit of the DOS. As such the role is an important developmental position within the school's PE department.

Duties and Responsibilities

Overall Responsibilities

- Be responsible for Swimming throughout Harrow Shenzhen.
- Lead, manage the Harrow Swimming programme at all levels of the school, with an added focus on coaching the swimming squads and PE swimming classes.
- Be responsible for the overall administration of Swimming by agreed school policies.
- Support the DOS to organise swimming events linked with local/national leagues joined/International.
- Work collaboratively with the DOS to ensure a suitable and structured Swimming programme is put in place for LSA's/HDA's and for the extended activities.
- Be responsible for Team manager and Meet Manager for onsite and off-site swimming events and use within the swim program where appropriate.
- Provide continued professional development for swimming staff.
- Develop parents' representatives for the Harrow swimming team with a commitment to parents' workshops for Swimming trips and parental education.
- Use Wecom to frequently communicate with parents.
- Organise and run weekly meetings with swimming coaches to ensure effective communication take place.
- Develop partnerships with other schools and completions to increase swim meet opportunities.

Teaching

- Coach/teach swimmers of all abilities and to do so in a safe and encouraging manner.
- Continue to develop the 'learn to swim programme' for all ages and ensure students who need interventions in curriculum swimming are places in the learn to swim LSA.

Development/Planning

- Help to develop the Harrow Swim Club with focus on attracting swimmers from outside of the school.
- Increase the numbers of elite swimmers in the programme training in Gold.
- Increase the numbers of swimmers in the whole program through Swim Squad Development, Bronze and silver.
- Continue to develop the Harrow Swim Camp program by attracting new swimmers to attend.

Delivery

- Help deliver a training programme to improve the Harrow Swim Squad and that supports curriculum swimming across the school.

Technology

- Become or be familiar with school software.
- Use Meet Manager and Team Manager where appropriate.



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Organisation

- Coordinate with PE teachers, 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.
- Assume responsibility for the organisation of LS swimming gala and swimming events.

Safeguarding

- 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.

Personal Specification

Behaviours

Essential

- Professional.
- Understand the mission of the Harrow Shenzhen.
- 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 Director of PE and Sport.
- Enthusiastic and positive attitude towards swimming.
- Be comfortable getting into the water to teach swimming with EYFS-Year 1/2/3 where required by the PE department.

Desirable

- 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.

Skills and Knowledge

Essential

- 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.

Desirable

- Knowledge and understanding of positive disciplinary methods.
- Knowledge and understanding of child development and its impact on behaviour.

Experience

Essential

- Coaching/Teaching swimming to children (Ages 3-18).

Desirable

- Familiarity with schools.
- Elite level swimming.

- Performs/Performed at a high level of swimming.
- Taught curriculum swimming across all four key stages.

Qualifications

Essential

- 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.
- Be able to speak English confidently and clearly.
- Relevant first aid training.

Desirable

- Other recognised swim qualifications (for example: FINA, ASA, AUSTSWIM).
- PE/Sports coaching certificates.
- PE/Sports Degree.

Other

- A clean enhanced Disclosure and Barring Services check or police check (for applicants who have never worked in UK) and no question regarding suitability to work with children.

Education is an ever-changing service and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.

*Harrow is committed to the safeguarding of children
All employees are expected to comply with our School Child Protection and Safeguarding Policy.*