



Job Description Whole School Head of Aquatics

Reporting to	Whole School Director of Sport
Direct reports	Whole School Director of Sport
Other key relationships	Aquatics Department

Position Outline

The Head of Whole School Aquatics acts as a swimming coach, swim teacher and pool manager.

Responsibilities will include:

1. Overseeing the school's aquatics programmes and services.
2. Supervising the daily operations of Bangkok Prep pool facilities, staff, supplies, and equipment in line with the PSOP and appropriate risk assessments.
3. Ensuring the quality and related safety of the programmes (before, during, and after school).
4. Administering, supervising, and promoting Bangkok Prep Bulldog swimming programme.
5. Communicating with Bangkok Prep Swim Team, school staff, and community.

Reports to: Whole School Director of Sport

Key Qualifications/Experience:

1. Valid Aquatics Programming, Physical Education degree and/or Swimming Teaching Certification.
2. Must be certified as an Aquatic Instructor with basic lifeguard qualifications or equivalent from home country or place of record.
3. Must have previous experience in a management or supervisory position at a similar aquatic facility and programme.
4. Working knowledge of Meet Manager and experience at hosting swim meets.
5. Minimum of 3 years' experience.
6. Team player that has exceptional leadership, management, and interpersonal skills.
7. Experience within an international school setting will be advantageous.

Key Duties and Responsibilities:

1. Deliver outstanding Aquatic sessions that inspire all students and coaches in the team to improve.
2. Create a positive culture and outstanding learning environment where every student is valued and supported in developing.
3. Direct and supervise Bangkok Prep Aquatic programmes which includes Swimming, Water Polo and Triathlon.
4. Assist with the coordination, development, application, and evaluation of Bangkok Prep swim programme including the Early Years' PE programme as well as Primary and Secondary curricular swimming programmes.
5. Oversee the overall scheduling of all aquatic programmes and services, in cooperation with the Director of Sport and PE Department, to ensure the very best opportunities are delivered to students with a focus on Participation, Pathways and Performance.
6. Oversee the Learn 2 Swim programme, collaborating with the Head of Primary Aquatics.
7. Oversee and deliver during non-term time Sport Camps.
8. Uphold the school's membership as a Swimming Club with TSA in order for our students to represent Bangkok Prep at Thailand National Swimming events.



9. Prepare a pool calendar for curricula and extra-curricular activities.
10. Raise the profile and capacity of the Bangkok Prep Aquatics programme by hosting a calendar of international competition for development and performance swimmers.
11. Raise the profile of Bangkok Prep Aquatics programme through the use of social media.
12. Be able to oversee the use of Meet Manager and co-ordinate with the events department hosting large scale meets (500 swimmers).
13. To be proactive in leading Aquatics development and opportunities within BISA and work collaboratively with other Heads of Aquatics.
14. Be responsible for writing policies and procedures that relate to the swimming pool and the swimming programme in conjunction with the COIS department and the dissemination of this information.
15. Conduct lessons and swim team training in a safe and friendly environment.
16. Administer any first aid needed due to any accident and follows Bangkok Prep procedure for follow-up. Note the school employs qualified nursing staff.
17. Observe and enforce all rules and regulations of the facility.
18. Take responsibility for the supervision of day-to-day operations of the swimming pool including monitoring the maintenance, security and safety of the overall pool environment as well as the first level supervision of lifeguards and other staff working in the swimming pool.
19. Take responsibility for the procedures on opening and closing of the swimming pool.
20. Be responsible for ordering of equipment and Swim Meet specific needs that reflect Aquatic or PE requirements.
21. Be responsible for managing the team kit with local suppliers and potential sponsors.
22. Communicate with other international schools in the region for hosted and away swim meets.
23. Communicate with swim meet team parents on their involvement in events. The ability to use Team Unify would be an advantage.
24. Communicate with the Event Team and C&D Team at Bangkok Prep regarding schedules, results, awards etc.
25. Other duties as assigned.

The post holder has an individual responsibility to safeguard and promote the health and safety and well-being of children and staff.

All POR holders at Bangkok Prep are expected to lead their department in line with the Vision, Mission and Life Values of the school under the direction of ALT and ensure that their department operates in line with the with the [CIS Code of Ethics](#) and [United Nations Convention on the Rights of the Child](#).

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