



WELLINGTON COLLEGE
INTERNATIONAL
SHANGHAI

POSITION: Head of Aquatics

Basic Information

JOB TITLE	Head of Aquatics	LINE MANAGER	Director of Sport
------------------	------------------	-------------------------	-------------------

CORE ROLE:

To manage and develop swimming lessons and the learn to swim programme, alongside a competitive swim programme that emphasizes the core values and identity of Wellington Shanghai. To promote swimming and aquatic activities within the school and the wider college community. To support competition at the highest levels whilst encouraging wider participation in swimming and aquatic sports and activities throughout the school.

MAIN RESPONSIBILITIES:

- Leadership of the aquatics programme at Wellington including strategy formation and management of all key aspects relating to swimming at the College.
- Developing, training, supporting and promoting swimming as a sport – from top level competitive swimming through to entry level inclusion programmes.
- To lead on the competitive swim programme throughout the year being the public face of 'swimming at Wellington'.
- To act as an advocate and promoter of swimming as a sport generally.
- To work with academic teams, including the director of higher education, to ensure pupil support for College pathways.



**WELLINGTON COLLEGE
INTERNATIONAL
SHANGHAI**

- To help develop (in conjunction with curriculum leaders) swimming lessons as part of the normal PE structure.
- To teach swimming within the PE department, leading on aspects of curriculum design where possible

SWIMMING PROGRAMME DEVELOPMENT:

- Developing a competitive programme that emphasizes the core values of Wellington College.
- Prepare and implement a long-term plan for Elite Performance swimming at Wellington.
- Coordinate, supervise and develop the swim programme, to include continued growth of the swim team for the school; swimming clinics; technique sessions and long-term planning and evaluation.
- Organise and oversee team selection.
- Recruit new swimmers of all age groups and competition levels. To work towards giving all Wellington swimmers the opportunity to represent the College and enjoy all of the benefits of the sport.
- Development of a long-term swim club structure, delivering a structured approach to move pupils through the learn to swim program, swimming lessons in to development squads and ultimately to high performance levels.
- Create and structure a Learn to Swim Programme to make sure there is a base in the swimming programme for long term achievement (Pre-Prep).
- Prepare and coordinate PE Curriculum Swimming assessments for every level.

BEFORE/AFTER - SCHOOL SWIMMING PROGRAMME:

- Organise and administer the swimming programme for each of the 3 terms in the school year.



**WELLINGTON COLLEGE
INTERNATIONAL
SHANGHAI**

- Coordinate with swim coaches, administrators, lifeguards and school staff. Ensure they are aware of their commitments, session registers and to set targets and expectations for each area of swimming. Ensure that standards of instruction are in consummate with the school's expectations and high standards and ensure that team philosophy encapsulates the school core values.
- Coordinate, write and design all the details of the Swimming Programme. To be prepared for the start of each term and present to parents and pupils via email, newsletters and parent conferences.
- Through liaison with Heads of School, Director of Sport, CCA co-ordinator, provide school team training sessions for each school term.
- Motivate staff and pupils to fully engage in the programme and encourage a high degree of participation, punctuality and performance from staff and pupils.
- Arrange swim trials for new pupils and administer via termly time-trials promotion to the next levelled squad.
- Act as formal point of communication between Wellington College and parents regarding the swimming programme, dealing with suggestions, requests for changes and grievances.
- Encourage and develop a 'Support Crew' of parents to assist at events and introduce training programs for on-deck jobs and safeguarding courses.

COACHING:

- Overall responsibility for coaching swimming. Ensuring the highest level of quality for all swimmers of all levels.
- Promote swimming within the school and the wider college community.
- Plan and conduct the daily coaching of athletes within their personal squads, with focus on technical expertise, physical conditioning and reaching personal goals and targets in training and competition.
- Design and implement a regular strength training programme for squad members.



**WELLINGTON COLLEGE
INTERNATIONAL
SHANGHAI**

- Motivate, train and direct coaches and swimmers to acquire and maintain a level of physical fitness necessary to compete at the targeted level of competition
- Co-ordinate and ensure the attendance of athletes at training sessions and competitions. Keeping accurate records of attendance and performance.
- Oversee the behaviour, discipline and actions of swimmers during practices, competitions and other organized club and school activities in line with the school's core values and identity.
- Assist the PE Faculty with cover arrangements for absent staff teaching swimming.
- Conduct PE Swimming sessions during the school terms.

SCHOOL / INTERNATIONAL AND LOCAL COMPETITIONS:

- Attend all major school and club swim meets where possible in Shanghai and China as well as international meets.
- To extend the competition programme outside of the schedule we have followed in the past. Taking the team to new areas of China to compete against schools and swimmers who are new and challenging to the team.
- Attend all competitions as agreed with BIS committee at the commencement of each swimming season and in consultation with other coaching staff.
- Organise and coordinate competition administration, ensuring all swimming staff and volunteers are prepared for their duties during competition.

SUPERVISION AND ADMINISTRATION:

- Organise the swimming programme at the start of each season. Communicate effectively with parents and pupils of swimming throughout the year.
- Keep all statistical records regarding training and competition performance throughout the season.



**WELLINGTON COLLEGE
INTERNATIONAL
SHANGHAI**

- Ensure clear communication exists between the coaches, parents and the school swimming programme.
- Ensure good management of the pupil swim team members, parents, staff and external coaches, including regular contact and communications as necessary.
- Create a positive and accountable work environment which promotes equality and encourages diversity.
- To organise and manage the annual inter-house swim galas across the whole school.
- Manage the maintenance and day to day operation of the swimming area, including changing room and all approaches to the pool area.
- To ensure the highest level of safety standards are maintained and to ensure that a robust Emergency Action Plan exists in the case of an accident or incident and to develop a set of Standard Operating Procedures for all pool users.
- Assist in the recruitment, coordination, organization and education of coaches to increase the level of proficiency and team effort.
- To develop and grow a team ethos and spirit. Encouraging each swimmer to be accountable to the team and to respect each athlete for their individual performances at whatever level they compete. To appreciate and recognise everyone's contribution to the success of the team.