

## **Head of Aquatics (Permanent, Full-Time, Full Year Contract) Sports Department**

### **Sport at Whitgift**

Sport is a central pillar of life at Whitgift, contributing significantly to the all-round development of pupils. While the School is recognised for its academic excellence, many boys are drawn by the breadth and quality of sporting opportunities available.

The ethos of the Sports Department is built on encouraging every pupil to reach their personal best, regardless of their starting point. This inclusive yet aspirational approach results in extensive pupil involvement and a high standard across a wide range of sports, with many of the most talented students progressing to professional or elite-level competition.

Physical Education is delivered to all pupils from Lower First (Year 6) to Fifth (Year 11), with schemes of work designed to promote skill development, participation, and enjoyment. Pupils in Years 10 and 11 follow the iGCSE PE syllabus, with excellent outcomes—approximately 60 boys took the qualification last year, and the number continues to grow annually. In the Sixth Form, students can pursue A Level Physical Education, with consistently strong academic results. A significant number of leavers go on to study Sport Science or related disciplines at top universities.

Led by the Director of Sport, the department comprises 36 full-time staff alongside a team of specialist coaches. The School maintains strong partnerships with leading professional clubs and organisations, including Harlequins RFC, Wimbledon HC, Surrey CCC, Chelsea FC, and Crystal Palace FC. These relationships both enrich the school's sporting culture and reflect the success of Whitgift's athletes at the highest levels. Whitgift's sporting infrastructure is outstanding. The Sports and Conference Centre includes a state-of-the-art, 8-lane variable-depth swimming pool, a double sports hall, a multi-purpose hall, four squash courts, two expansive fitness suites, and three classrooms. The school also has extensive on-site playing fields and an all-weather AstroTurf pitch.

A full calendar of sporting fixtures, festivals, and overseas tours complements the school year, with sport playing a key role in Whitgift's culture and identity. The strength of the programme also attracts a large number of scholarship candidates annually, and generous funding supports the continued development of sport throughout the school.

### **OUTLINE OF POST:**

We are seeking to appoint a full-time **Head of Aquatics** to join our nationally recognised Sports Department. The ideal candidate will have experience working with elite-level swimmers and/or water polo players and must be confident coaching pupils across a broad range of abilities—from beginners to those competing at national level. A proven ability to develop and support swimmers at all stages of their journey is essential.

The Head of Aquatics will report to the **Assistant Director of Sport**.

The Head of Aquatics will also liaise with the Director of Sport and a variety of other internal and external stakeholders, where necessary.

This is a pivotal role within the school's sports department, requiring leadership, strategic planning, and hands-on involvement across curriculum, co-curricular, and competitive aquatics. The successful candidate will be passionate about aquatic sports, have a proven record of coaching and programme development, and be committed to fostering a culture of excellence, enjoyment, and participation.

#### **MAIN DUTIES AND RESPONSIBILITIES:**

- Oversee the strategic planning and day-to-day management of all swimming and water polo activities at the school, from learners to elite competitors.
- Work in partnership with the PE Department to deliver high-quality swimming lessons as part of the School's Physical Education curriculum.
- Lead a comprehensive co-curricular programme including before-school, lunchtime, and after-school sessions for both swimming and water polo.
- Recruit, manage, and mentor a team of swimming coaches and water polo staff, ensuring a consistent and professional standard of coaching throughout.
- Organise a varied and inclusive fixture card of swimming galas and water polo matches, including friendly events and high-level competitions. Ensure the School is represented at local, regional, and national levels, including relevant entry processes, event management, and team logistics.
- Manage and develop the affiliated **Whitgift Swim Club**, including Swim England registration and compliance, planning open meets, and managing athlete progression within the club framework.
- Establish and run high-quality aquatics camps during school holidays and plan overseas or domestic swimming and water polo tours that support athlete development, team cohesion, and broaden competitive experience.
- Coordinate and run hosted events at the school's facilities, from inter-school galas to large-scale club meets.
- Be available for regular Saturday training sessions and weekend competitions, including travel and supervision.
- Hold a full driving licence with at least 3 years of experience and be confident driving a 16-seater school minibus for transporting teams to fixtures and training venues.

#### **PERSONAL RESPONSIBILITIES**

To carry out the duties and responsibilities of the post, in accordance with the School's Health and Safety Policy and relevant Health and Safety Legislation.

The Whitgift Foundation is committed to safeguarding and promoting the welfare of young and elderly people in their care and expects all staff and volunteers to share this commitment.

#### **PERFORMANCE STANDARDS**

To ensure that all services within the areas of responsibility are provided in accordance with the School's commitment to high quality service provision.

This job description will usually be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

## **PERSON SPECIFICATION:**

### **Essential**

- Significant coaching experience in swimming and/or water polo, ideally across a range of age groups and abilities.
- National Governing Body coaching qualifications minimum UKCC Level 2 Swim Coach
- Strong leadership and organisational skills.
- Excellent interpersonal and communication skills.
- Recognised coaching qualifications (e.g. Swim England/ASA Level 2 or higher).
- Full, clean driving licence with at least 3 years experience and willingness to drive a 16-seater minibus.
- A flexible approach to working hours, including early mornings, evenings, and weekends.

### **Desirable**

- Experience running an affiliated swim club and managing Swim England compliance.
- Knowledge of gala/meet software and competition entry processes.
- Familiarity with the English Schools' Swimming Association (ESSA) and water polo structures.
- Understanding of youth athlete development pathways.

## **FURTHER INFORMATION**

All our staff benefit from a competitive remuneration package, including:

- A Pension Scheme (with Life Assurance cover).
- Free access to an Employee discount Club.
- Discounted school fees for the Foundation Schools (permanent posts only and upon successful completion of the probationary period).
- Access to our onsite gym (available at select hours) and our swimming pool (when available, access is extended to staff).
- Membership with BUPA, which gives financial support towards the cost of optical, dental and medical costs as well as a free 24-hour advice line for all staff.
- Season ticket loan.
- Onsite parking, when available.
- Lunch is available onsite during term time.

## **CONDITIONS OF SERVICE**

This position is offered as a full-time, full year, permanent contract.

The Head of Aquatics will work 6 days per week Monday to Saturday, during term time and be available for camps, tours and additional training during holidays, as required.

There will be the requirement for some flexibility as you will be expected to support co-curricular programmes that operate at the school during the week, over a significant number of weekends and school holidays. Any change will be mutually agreed in advance.

The salary range for this post will be Point 28 -31 on the Whitgift Foundation Support Staff Salary Scale. The full-time salary will be between £41,631 gross pay per annum (at Point 28) to £45,892 gross pay per annum (at Point 31), depending on qualifications and relevant experience.

We welcome applications from all parts of our community as we aspire to attract staff that matches the social and cultural diversity of our student intake.

For general queries, please telephone Human Resources Department on 020 8688 9222 or e-[SchoolHR@whitgift.co.uk](mailto:SchoolHR@whitgift.co.uk).

Applications will be reviewed daily and interviews may occur at any stage after applications are received so we invite interested candidates to apply as soon as possible.

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British Nationals are eligible to work in this country. Therefore, any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents as detailed on their application.

***Whitgift School (part of the John Whitgift Foundation) is committed to safeguarding and promoting the welfare of young people. Applicants must be willing to undergo child protection screening including checks with past employers, the Disclosure & Barring Service and online checks (including personal, professional and other online activities).***

*June 2025*