



**WELLINGTON COLLEGE  
INTERNATIONAL  
SHANGHAI**

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## **POSITION: Head of Aquatics**

### Basic Information

<b>JOB TITLE</b>	Head of Aquatics	<b>LINE MANAGER</b>	Director of Sport
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## **CORE ROLE:**

To manage and develop a swim programme that encompasses swimming within the curriculum, a developmental Learn to Swim programme, and a competitive programme that caters for all abilities, from those just starting on their swimming journey to our high-performance athletes. This programme should be in keeping with the core values and identity of Wellington Shanghai. The Head of Aquatics should promote aquatic activities throughout the College and should, in conjunction with the Director of Sport, advocate the value and importance of health and exercise in the lives of our students.

## **MAIN RESPONSIBILITIES:**

To take specific responsibility for swimming at Wellington College:

### **Competitive Programme:**

- To lead the competitive programme through coaching and also the management of swimmers and coaches within that programme.
- To establish a progressive, ability-based squad structure that meets the needs of all swimmers and offers the opportunity for swimmers to develop and progress within it.
- To monitor the coaching of swimmers within that structure, with focus on technical expertise, physical conditioning and reaching personal goals and targets in both training and competition.

- To coordinate Wellington swim teams in competition, both locally and internationally.
- To organise and manage competitions at Wellington, both internally and externally.

#### **Learn to Swim Programme:**

- To develop a Learn to Swim programme that promotes swimming within both the Competitive Sports and CCA programmes, which develops a Long-Term Athlete Development (LTAD) plan for swimming at the College.
- To coordinate with the Director of Sport and the Director of Enrichment to ensure that swimming is accessible to all pupils within the College.
- To help coordinate swimming as an activity offered by the College outside of the school day e.g. at weekends.

#### **Swimming in the Curriculum:**

- To coordinate with the Head of PE to input into the planning of swimming within the curriculum, to include Schemes of Learning and assessment criteria.
- To offer CPD and support for PE colleagues in the teaching of swimming.
- Where appropriate, to assist in the teaching of swimming within the curriculum.

#### **Administration:**

To coordinate and oversee all aspects of the programmes:

- Create and deliver a year-long periodised training programme for swimmers.
- Ensure that coaches of specific squads deliver this programme by regularly reviewing session plans, data collection and athlete performance (including attendance)
- Hold regular meetings with coaches to discuss performance, both of coaches and swimmers, and to arrange CPD where appropriate.
- Work with the Director of Sport and Director of Enrichment to ensure that swimming is offered to all students and is accessible both before and after school.
- Regularly audit equipment and, in conjunction with the Director of Sport, ensure that the programme is suitably resourced.
- Assist the Director of Sport in creating a Sports calendar for the year that supports the swimming programme.

#### **Communication:**

- Ensure that coaches are aware of their commitments, session registers and to set targets and expectations for each area of swimming.

- Ensure that standards of instruction are commensurate with the school's expectations and high standards and ensure that team philosophy encapsulates the College's core values.
- Ensure that information regarding training, competitions, transport etc is communicated to all members of the College in good time to allow for effective management of pupils in all aspects of the College's organisation.
- Ensure that all aspects of the swimming programme are effectively communicated to parents in good time and with clarity.
- Manage a Swimming Committee, comprising parents and college staff that enhances communication regarding the swimming programme, dealing with suggestions, requests for changes and grievances.
- Encourage through this committee a support group of parents to assist at events and, to support this, introduce training programs for on-deck jobs and safeguarding courses.
- Report regularly on aspects of the swim programme including upcoming competitions, results, and achievements. This may be done using the sports website, the school newsletter, staff briefings, the swim bulletin and at suitable parent workshops.

#### **Health and Safety**

- Manage the maintenance and day to day operation of the swimming area, including changing room and all approaches to the pool area.
- Ensure the highest level of safety standards are maintained and that a robust Emergency Action Plan (EAP) exists in the case of an accident or incident and to develop a set of Standard Operating Procedures (SOP) for all pool users.
- Ensure that all staff are up to date with school policy regarding safeguarding and that common practice meets the high standards and expectations of the College.

#### **Strategy:**

- To assist the Director of Sport in creating a strategic plan for the development of sport at Wellington, taking specific responsibility for swimming.
- Prepare and implement a long-term plan for Elite Performance swimming at Wellington.
- To have a central role in the development of a Sports Scholarship programme at Wellington, taking specific responsibility for the swimming component of that programme.
- To assist in the establishment of a multi-skilled team delivering the various other aspects of the programme such as mentoring, strength & conditioning, nutrition etc and to assist in the development for university pathways for our student athletes.

- 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.
- To expand the competitive schedule to include all major meets in China and additional competitions (including National Age group competitions) in S Asia.
- To develop and grow a team ethos and spirit, that supports the values of the College and which creates a loyalty and accountability within our swimmers to the team.