**Head of Aquatics**

### **The Position**

NIST International School seeks a highly experienced and forward ­thinking Head of Aquatics from August 2021.

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| Job Title | Head of Aquatics | Department | Sports & Athletics |
| Reports to | Director of Athletics & Activities | Positions Supervised | Coaches |
| Start Date | August 2021 | Location | Bangkok, Thailand |

### **Main Responsibilities**

The Head of Aquatics acts as a swimming instructor, coach, and pool manager. Responsibilities will include:

* Strategic planning and oversight of the learn to swim, recreational aquatics, competitive swim team, service, and community programmes
* Ensuring the quality and related safety of the programmes (before, during, and after school)
* Acting as the lead NIST Swimming Instructor by administering, supervising, and promoting the NIST swimming programme, as well as training staff in swimming instruction
* Supervising the day-to-day operations of the pool facility, staff, supplies, and equipment
* Overseeing NIST-X exhibition water safety standards and training
* Carrying out communication with the student body and parent community
* Reports to the Director of Athletics & Activities

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| Employment Period | 2 Years, commencing from August 2021 onwards |
| Gross Salary | TBA - Current figure (2020-2021) US $ 66,000- US $ 76,935 per annum |
| Housing Allowance | Amount based on teacher dependents status ( US $ 17,120 – US $ 25,680 Baht per annum) |
| Pension | 10% of gross salary |
| Completion payment | 15% of gross salary, including any PoR, over the period of the contract |
| Personal Professional Development | US $800 per annum (can roll over for 1 year) |
| Airfares | Economy class airfares from home airport to Bangkok and return |
| Shipping Allowance | Teacher’s agreed originating point of origin to Bangkok  (450 Kg – 675 Kg (+110 Kg limit for minor dependents) |
| Medical Examination | Paid for by the school after medical examination in Thailand (required for work permit) |
| Health Insurance | Premium paid by NIST and subject to annual review (eligible dependents) |
| Re-Entry Permit | One multiple re-entry permit per academic year |
| Teaching Permits and Work Permits | Paid by the school |

**Employment Package**

**Qualifications and Experience**

* Preferred Bachelor’s degree in education in Physical Education or related sports field
* ASCA Level 2 or higher, ASCTA Silver or higher, ASA Level III, or Bronze License or higher coaching certification or equivalent
* Water Safety Instructor (WSI) Certification or Equivalent
* Lifeguarding, Lifeguarding Instructor (LGI), CPR, First Aid, and AED certification
* Current Teaching Certificate with a minimum of 2 years of teaching experience
* At least 5 years of experience within a management role or leading an aquatics coaching team
* Minimum 5 years of successful coaching experience (with a proven track record) to include a detailed understanding of the performance needs of developing swimmers
* Minimum of 5 years of experience working as a swimming coach
* Excellent understanding of stroke technique and swimming skills and experience in both Learn to Swim and Coaching Age group swimming
* Experience/training working with MYP and/or PYP curriculums to help with curriculum articulation across school for swimming
* Computer knowledge and skills using Google Docs, Hy-Tek’s Meet Manager, and Team Manager Swim Software an advantage
* Excellent interpersonal skills with a ‘can-do’ attitude
* Strong written and oral communication skills in English
* Strong organizational and time management skills
* Flexibility in working with different personalities
* Excellent critical thinking and an ability to learn on the go
* Innovative, self-motivated, energetic, creative problem solver  
    
  **Partial Listing of Duties and Responsibilities**
* Core P.E Curriculum and Athletic Programme/Extracurricular Activities Programme
* Coordinate the development, implementation, and evaluation of a NIST EY - Y11 curricular swimming programme
* Create the curricular swimming schedule, in cooperation with the Elementary & Secondary Physical Education Departments
* Take responsibility for all swim programmes conducted at NIST whether instructional or recreational
* Take responsibility for writing policies and procedures that relate to the swimming pool and the swimming programme (emergency procedures and drills, safety-related policies)
* Swimming Instructor - Conduct swim team practices in a safe and friendly environment
* Administer and conduct swimming meets
* Promote swimming team participation
* Respond quickly to all emergency situations
* Administers any first aid needed by the victim of an accident
* Observes and enforces all rules and regulations of the facility
* Training the P.E & Coaching staff in swimming instruction
* Delivering Lifeguarding/ Life-Saving training to the P.E team, Coaching staff, and other faculty members
* Take responsibility for the scheduling, promotion, and safety of all aquatic programmes and services
* Coordinate the assessment of demand for and feasibility of open swimming times and non-instructional aquatic programmes
* Assist the Administration in determining and communicating the vision and goals of the Aquatics Department to the NIST community
* Oversee the overall scheduling of all aquatic programmes and services, in cooperation with departments/colleagues
* Take responsibility for budget development and purchasing related to all aquatic programmes and services
* Take responsibility for in-service training for faculty, swimming instructors/aides, lifeguards as necessary
* 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
* Take responsibility for the opening and closing of the swimming pool
* Responsible for the supervision of lifeguards and other staff working in the swimming pool
* Set and oversee safety standards for all events in the swimming pool
* Other ongoing duties as assigned

Applicants interested in this position can apply directly to NIST by sending their cover letter & CV to [**employment@nist.ac.th**](mailto:employment@nist.ac.th)