



**RSW**  
SWIMMING

**CANDIDATE INFORMATION PACK**  
**Assistant Performance Coach**  
**The Royal School Wolverhampton Swimming**  
**Start Date: March 2025**

# WELCOME MESSAGE FROM OUR PRINCIPAL

Dear Candidate,

Thank you for your interest in the post of Assistant Performance Coach at The Royal School Wolverhampton Swimming. To help you decide on whether this is the programme for you it is important to understand where we have come from and where we are going.

We have trained successful athletes with the support of our highly experienced coaches. Our current Assistant Performance Coach is taking a role closer to family as Head of Age Group Swimming at a well established and highly successful programme. We recognised the need for a replacement, and a smooth transition to maintain the standards, values and ethos of the programme which have made it so successful.

The school is built upon a combination of things; its unique heritage, record of academic excellence, outstanding educational environment, and the full support and endorsement of our Patron, the HRH Duke of Edinburgh. The strong relationship between the School and its Performance Swimming Programme allow our values and ethos to permeate throughout, including the aspirational culture supported by a positive strong safeguarding relationship between our Safeguarding Designated Lead and Swim England.

RSW Swimming and the school itself are each committed to supporting wider access to a Performance Pathway for local swimmers from all backgrounds whether they attend the Royal School or other local schools. If they attend The Royal they can also experience its rich and diverse educational experience.

We welcome your application to be part of our community and would love you to visit and see the school in action or call us to talk things through.



Mr Tom Macdonald  
Principal





## RSW Swimming

RSW Swimming is a Performance Programme with a successful track record of developing swimmers to selection for junior and senior international teams. We aim to develop young people in our squads so they are happy, confident and driven young leaders ready for the next stage of their lives and swimming careers.

Successful swimmers in our programme have:

- Won Olympic and Paralympic Gold medals.
- Won medals at and qualified for European Junior and European Youth Olympic Festival teams.
- Qualified for World, European and Commonwealth Games teams.
- Progressed to training at Aquatics GB National Centres.
- Been accepted into outstanding universities in the UK and around the world.
- Been offered scholarships to top US universities.

Our partnership with The Royal School means we regularly attract swimmers from across the United Kingdom and around the world who join our programme as boarding students, as well as local talented swimmers from the West Midlands area.

### Job Information

We are looking to recruit a suitably qualified, enthusiastic and energetic Assistant Performance Coach who can provide and support the delivery of Performance Swimming at The Royal School Wolverhampton. This person will provide exceptional coaching and have the commitment and management skills to deliver the aims of The Royal within a clear timeframe.

The Royal School Wolverhampton first established its performance swimming programme in 2009 and has since become established as one of the leading programmes in the UK. Now known as RSW Swimming, The Royal has produced four swimmers who have gone on to represent GB at the Olympic Games, including Olympic and Paralympic champions Matt Richards and Tully Kearney, with a rich history of producing junior international swimmers along the way.

This is a fantastic opportunity for someone to join our programme at a time where plans for expansion and improvement are coming to fruition. Here at The Royal we continue to look for ways to sustain and develop our provision of a performance programme which produces world-class swimmers. Swimmers at The Royal that not only realise but exceed their perceived potential in swimming, education and life.

## Job Description

<b>Location:</b>	The Royal School Wolverhampton
<b>Responsible to:</b>	Head Performance Coach (Line Manager), Principal
<b>Contract type:</b>	Permanent, Full Time
<b>Hours of work:</b>	37.5 hours per week, Monday to Sunday as per the flexible requirements of the role, as agreed with your line manager. Hours will vary and will include mornings, evenings and weekends.
<b>Salary:</b>	Grade 2 (currently £22,600 - £22,990)
<b>Benefits:</b>	<p>Generous pension contributions through automatic enrolment to the Local Government Pension Scheme.</p> <p>36 days annual leave which includes bank holidays.</p> <ul style="list-style-type: none"><li>• Note. Some holidays are pre-determined by RSW Swimming Christmas and summer shutdowns.</li><li>• Potential for temporary, short-term on-site accommodation if required, by negotiation.</li><li>• Career development support including fully funded training and qualifications.</li></ul> <p>Other benefits include:</p> <ul style="list-style-type: none"><li>• Cycle to work scheme.</li><li>• Free team kit.</li><li>• Opportunities for you and your family to attend boarding activities such as visits to theme parks, cities, museums and more.</li><li>• Wellbeing and professional HR support.</li></ul>
<b>Closing date:</b>	Thursday 20th February at 10:00 (10am)

## **Main Responsibilities**

### **Coaching**

- Be the lead coach for a specific squad of swimmers predominantly aged 11-14 (year 7-9), working closely with other members of the coaching team to provide the best coaching provision possible.
- Provide excellence in coaching through recognised best practice aligning with Swim England's OADF.
- Support delivery with other squads in the programme assisting the Head Performance Coach and Performance Coach in regular sessions.
- Support training camps and away meets to ensure swimmers are effectively prepared for high-profile competitions.
- Support the identification of talented swimmers from RSW Swimming partner clubs and beyond.
- Assist swimmers with their transition from home clubs into the RSW Swimming performance programme.
- Contribute to the coaching provision at all appropriate competitions throughout the season.
- Support and deliver an effective Strength & Conditioning programme which compliments swimming training.

### **Planning and Goal Setting**

- With support from the Head Performance Coach, complete annual planning for your squad with a focus on Regional & National Championships.
- Undertake goal setting exercises for your squad and the individual swimmers in your squad.
- In the case of absence (injury, illness, holiday, duties away from the programme) work with the Head Performance Coach to ensure adequate cover is in place.
- Preparation of Macro, Meso and Micro Cycle plans must show progression and should be able to be shown to relevant stakeholders as required.
- Advise the Head Performance Coach on concerns in relation to squad guidelines.
- Fully support National, Regional and County athletes selected for pathway competitions/camps by preparing any relevant documentation required.

### **Accountability and Leadership**

- Actively promote and instil the desired culture and values of RSW Swimming amongst all members.
  - Actively promote the schools' behavioural values and expectations amongst all members.
  - Actively develop strong working relationships with all staff at The Royal School Wolverhampton.
  - Work with all staff at The Royal School Wolverhampton to ensure best pastoral care, academic and swimming performances for the athletes in our care.
  - Assist with administrative processes to support training, competitions, staffing, meet entries and attendance records.
  - Support the development of volunteers, including coaches, poolside officials and team managers, in collaboration with the Management Board of RSW Swimming.
  - Assist with the ordering of kit and management of statistical records as required.
  - Work with other staff to organise and promote RSW Swimming internal and external events as and when required.
  - Attend all relevant staff meetings/training as outlined by the Head Performance Coach.
  - Contribute to The Royals social media channels in-line with guidelines and to a high standard of content.
  - Update the Head Performance Coach with important matters regarding swimmers and parents in your squad when required.
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## **The Royal School Wolverhampton Enterprises**

- Work with RSW Enterprises to deliver and contribute to commercial revenue opportunities for RSW Swimming and RSW Enterprises.
- Contribute to open days and swimming assessments where appropriate.
- Contribute to recruitment with ideas, initiatives and marketing opportunities.

## **Pastoral Welfare**

- Assist with the daily wellbeing and safeguarding protocols surrounding RSW Swimming and all individual swimmers within the programme.
- Ensure swimmers are appropriately provided for in terms of travel to and from competition or training if required.
- Take responsibility for the wellbeing of all swimmers, covering athletic, pastoral and academic perspectives by working closely with the relevant pastoral staff.
- Liaise with the Head Performance Coach regarding risk assessments for travelling.

## **General Duties**

- Adhere to the policies and procedures of the RSW Swimming and The Royal School.
- Make a positive contribution to the wider life and ethos of the school.
- Demonstrate consistently the positive attitudes, values and behaviour which are expected within the school community based on mutual respect between students and staff
- Take reasonable care of one's own health and safety and that of others, informing the Estates Manager of any concerns with regard to health and safety.
- Ensure compliance under Data Protection and GDPR.
- Undertake such duties as may from time to time be reasonably assigned by the Principal.

## **Ethos**

Promoting the ethos of RSW Swimming and The Royal School , as expressed in the mission and vision statements, is a shared responsibility to which all staff make a significant contribution.

RSW Swimming and The Royal School reserve the right to amend or extend the list of duties as may be appropriate. This document does not constitute a complete and exclusive list of required duties.

The School is committed to safeguarding and promoting the welfare of children and all applicants must be willing to undergo child protection screening including enhanced clearance with Disclosure and Barring Service and checks with past employers.

## Person Specification

	Essential	Desirable
Education and Training	<p>Swim England Level 2 Coach (or equivalent).</p> <p>Safeguarding qualification.</p> <p>National Rescue Award for Swimming Teachers and Coaches (NRASTC) with a willingness to gain the NPLQ within a reasonable time frame.</p>	<p>3 years of coaching experience.</p> <p>Strength and Conditioning experience.</p> <p>UK Driving Licence (willing and able to drive a mini bus).</p> <p>Passport (or ability to obtain).</p> <p>National Pool Lifeguard Qualification (NPLQ).</p>
Knowledge	<p>A knowledge of the protocols of swimming in the UK.</p> <p>A high level technical knowledge.</p>	<p>Awareness of recent coaching methodologies.</p>
Skills and Abilities	<p>Excellent organisational and administrative skills.</p> <p>Strong communication and interpersonal skills, both written and verbal.</p> <p>Sets high standards of themselves and leads those around them to meet high standards.</p> <p>Ability to inspire, motivate, develop and mentor swimmers across both swimming and academic life.</p> <p>Ability to organise and manage events including meets, travel logistics, competition entries and competition staffing.</p>	
Personal Qualities	<p>Willingness to be involved in the life of a busy and aspirational school.</p> <p>Empathetic and compassionate with a solution-based approach to supporting swimmers.</p> <p>An effective and collaborative team player.</p> <p>Flexible and resourceful.</p> <p>Able to see the potential in every swimmer.</p>	

# The Royal School Values

## INITIATIVE

Initiative and independent learning is built into our curriculum and encouraged through our extended day provision. We encourage our pupils to solve problems themselves and work hard to give them the tools to do so.

## RISK

All success is founded on taking the first step into the unknown. We support our community to take risks and encourage them to develop the skills they need to be resilient. We aim to nurture their love of risk so they keep that excitement throughout their whole lives.

## COMMUNITY

We truly feel like a 'Royal Family'. We welcome families, pupils and staff into our community and encourage everyone to play an active part in building strong links to our school. We provide opportunities through events such as Founders' Day and Prize Day.

## TRUST

At The Royal School, our pupils take pride in being trustworthy learners. As a school, we trust our teachers to support all pupils in their learning and personal development. This trust is seen in the outstanding curriculum that is delivered every day, and the range of experiences on offer.



## RESPECT

The respect we have for one another can be seen in the diversity of our community and the acceptance of all pupils, staff and families for who they are. Respect is seen in the exemplary behaviour of our pupils and the care given to them by our staff.

## RSW Swimming Mission and Values

### Our Mission

To develop the young people in our squads, so they are happy, confident and driven young leaders ready for the next stage of their lives and swimming careers.

### Our Team Values

Honesty • Integrity • Humility • Professionalism • Discipline • Commitment  
Fun • Passion • Respect

These values are reflected in the everyday actions and expectations of our coaches, swimmers and volunteers.



# Applications

Closing date for applications is Thursday 20th February at 10:00 (10am).

Click [here](#) to apply or visit:

<https://www.theroyalschool.co.uk/boarding-wolverhampton-west-midlands/staff-vacancies>

For an informal chat or to arrange a pre-application visit and for all other enquiries please contact:  
Mark Tanner by emailing [mtanner@theroyal.school](mailto:mtanner@theroyal.school)

Provisional interview date is Friday 28th February.

Please return all completed application forms to Lynne Callaway by emailing [lcallaway@theroyal.school](mailto:lcallaway@theroyal.school)

We wish all applicants the best of luck.



## How to find The Royal School

**By Car:** Postcode WV3 0EG

**By Rail:** Wolverhampton Train Station is located at WV1 1LE.

## The Local Area

The Royal primarily serves the local Wolverhampton area, as well as Shropshire, Staffordshire, and the greater West Midlands. We also maintain our long-established boarding culture and have 80 boarding places taken up by students from far and wide.

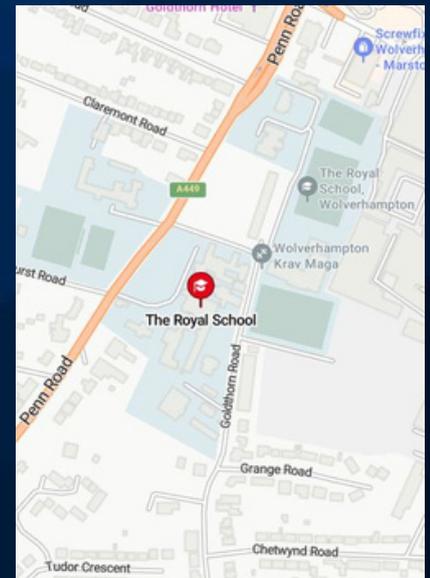
Wolverhampton is a vibrant city in the West Midlands, where you can enjoy a rich cultural and historical heritage.

Ideal for family days out to support learning visits can be made to Wolverhampton Art Gallery, Bantock House Museum Wightwick Manor.

The Halls, The Grand Theatre and Arena Theatre offer shows and entertainment.

Close to Baggeridge Country Park, West Park, The Wrekin, countryside is close to relax and enjoy walks.

Close transport links to Birmingham and Telford for more culture, shopping and a diverse selection of cuisine and entertainment.



## The Royal School Wolverhampton

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# The Royal School

Wolverhampton

