



## **Performance Swimming Coach**

### **Performance Swimming Coach**

The Mount Kelly Performance Swimming Coach has a duty of care to all swimmers within the swimming programme, but will have specific responsibilities for the development of the Regional and National Swimmers within the squad structure. The primary focus of the role is to deliver coaching excellence and to significantly contribute to Mount Kelly's positive swimming reputation in all areas of the coaching and competitive process which leads to significant performance improvements at all levels. To report to and work closely with the Director of Swimming, who is responsible for overseeing the development, direction and management of the swimming programme.

### **Duties and Responsibilities**

#### **Coaching in a positive environment**

- Provide excellence in coaching and training with a consistency of recognised best practice (Optimal Athlete Development Framework) using a mix of conventional and creative solutions alongside a variety of soft skills to improve performance outcomes for swimmers aspiring to achieve county, regional, national and international levels of excellence.
- Continually encourage and motivate young aspiring swimmers of all ages and levels of ability that are engaged in the swimming programme.
- Manage the day-to-day wellbeing of swimmers within the programme and within your specific training group; regularly liaise and update the Director of Swimming, the coaching team, the swimmers, the school staff and parents on progress and matters of importance. A close liaison between Housemasters and academic tutors is important.
- Provide a level of strength and conditioning that is appropriate for individual needs and compliments the progression pathway.
- Develop strong professional relationships with swimmers, staff, school staff and parents.
- Lead by example in timekeeping, personal appearance and professionalism.

#### **Planning, goal setting, recording and monitoring**

- Complete an annual periodisation plan for your training group, liaising with the Director of Swimming, focusing on key competitions in order to gain qualification times to compete successfully at Championship events.
- Preparation of annual, weekly and daily plans which clearly display progression pathways and help to engage swimmers. Preparation must also include

effective communication to assist parents and Mount Kelly school staff in the process of planning for swimming improvement.

- Utilise and further develop the goal setting system put in place by the Director of Swimming. These include process and outcome goals for training as well as implementation of race profiling and strategies. Both must relate to all areas of physiological, biomechanical and psychological development for each and every swimmer within the programme.
- Ensure close management of log books and provide frequent feedback and monitoring via the processes put in place by the Director of Swimming
- Ensure registers of swimming attendance are kept up to date on a daily basis via iSAMS as well as keeping tutors and house parents updated on progression and absences
- Review and reflect on performances at the end of each 6-week training phase sharing results with swimmers, key staff and updating parents on progress.

#### **Video analysis**

- Provide video analysis to your specific coaching group and selected individual swimmers via Mount Kelly Swimming Performance Centre protocols.

#### **To assist in the short, mid and long term development plans of Mount Kelly Swimming**

- Contribute to ideas and initiatives that will help to maintain and improve Mount Kelly Swimming's reputation and track record as a leading swimming programme both Nationally and Internationally.
- Contribute to fundraising initiatives and income generation.

#### **Competition & training camp logistics**

- Contribute to the identification and organisation of key focus training camps and be available to coach as either part of a larger coaching team or to deliver individually.
- Assist or lead all aspects of competition logistics closely liaising with the Operations Manager where appropriate. This will include managing competition entries, organising officials, transportation, communicating with pastoral staff and parents, meal arrangements and completing the schools documentation i.e. risk assessments
- Complete the School minibus test.

#### **Communication**

- To be available for weekly staff meetings and update on progress and matters of importance.
- To contribute to the continual updating of news, information and points of relevance for key members of staff, swimmers, parents and co-workers.
- Ensure all forms of communication with parents, swimmers and staff are utilised and delivered in a timely manner. i.e. direct personalised updates, swimming noticeboards, websites, common room notice boards, iSAMS and social media
- Allow for one-to-one individual swimmer and parent appointments as required during office hours.

### Other Administration responsibilities and duties

- Liaise with the Director of Swimming on daily office hours and availability.
- Specifically contribute to the school & swimming website, newsletter and weekly HTML updates via news reports, a coaching blog, and links to social media sites.
- Jointly responsible for the maintenance of the swimming social media sites.
- Contribution to recruitment, via ideas, initiatives and marketing opportunities.
- Contribution to Open Days and swimming assessment sessions.
- To keep abreast of e-mails and personal filing.
- To meet swimmers report writing deadlines at the end of each term, and also, following swim assessments.

### Staff Liaison

- A responsible approach to building professional relationships whilst liaising and working with all staff associated with the Mount Kelly Swimming programme and the school to ensure continuity of care between the pastoral, swimming performance and academic programmes.

### Personal Specification

<b>Skills and Knowledge</b>	<ul style="list-style-type: none"><li>• Excellent communication skills, verbal and written</li><li>• Excellent organisational skills</li><li>• Ability to take responsibility for tasks, prioritising and scheduling own and others work to ensure deadlines are met</li><li>• Dynamic coach able to lead by example and motivate, develop, encourage and mentor young age group swimmers.</li><li>• Works well as a member of a team</li><li>• An effective communicator at all levels and able to professionally promote and represent Mount Kelly at all times.</li><li>• An understanding of, and commitment to, Optimal Athlete Development Framework</li><li>• Can ensure controlled and measured responses in stressful situations</li><li>• Sets high standards for self and others and promotes appropriate high levels of performance at all times</li><li>• Effective time management skills.</li><li>• Competent in the use of IT</li><li>• An appreciation of standard UK swimming protocols</li><li>• Experience with data collection</li></ul>
<b>Qualifications/ Experience</b>	<ul style="list-style-type: none"><li>• Swim England Level 2 Swimming Coach working towards Level 3</li><li>• Minimum of 3 years coaching experience</li><li>• Current track record of progressing Regional and National level Swimmers</li><li>• Sports Science Degree or equivalent will be an advantage</li><li>• First Aid qualification would be an advantage</li><li>• Full UK driving licence</li></ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"><li>• Satisfactorily meeting the schools employment checks – Disclosure and Barring Service (DBS) check, references, qualifications and legal entitlement to work in the UK</li></ul>