



Ascham School

# Swim School Coordinator | Position Description

Reporting to: Head Swimming Coach

## Why your role matters:

Ascham values staff who demonstrate a positive and proactive approach to their work and have a willingness to participate in the life of the School. We look for vibrant, dedicated and capable staff who have initiative, empathy, a good sense of humour and a professional behaviour to help the School achieve its objectives.

This position has primary responsibility for managing and administering the Ascham Swim School program, pool bookings and pool calendar as part of the overall sports program.

## What you have to do to succeed:

### Leadership Responsibilities

- Recruit and train Learn to Swim instructors and 'Student Movement and Supervision' staff in accordance with Ascham policies and procedures.
- Create and distribute staff rosters and arrange ad-hoc replacements as necessary. Ensure appropriately qualified staff are allocated to each lesson including Hillingdon PDHPE swimming lessons.
- Manage 'Student Movement and Supervision' staff to ensure all swimmers attending After School Care or Camp Australia are collected and returned at the correct times.
- Ensure all staff are allocated and wearing the correct uniform whilst coaching.
- Coordinate collection and delivery of all Swim School staff timesheets each fortnight.

### Specific Responsibilities

- Ensure information and enrolment forms in regards to Swim School are up to date, accurate and informative for all stakeholders.
- Manage pool bookings and the pool calendar including Swimming, PDHPE lessons, Water Polo, Diving and external hirers.
- Manage all Swim School bookings, including but not limited to scheduling and confirming bookings and organising times for students to be assessed where necessary.

- Work with the Head of Co-Curricular, Tennis, Speech, Drama and Music staff to coordinate and resolve student schedule conflicts.
- Oversee and monitor lessons to ensure all swimmers are in their allocated lessons and that coaches are adhering to lesson plans and schedules.
- Monitor absentees and update 'Student Movement and Supervision' lists accordingly. Ensure rolls are completed for all lessons on Swim School software program with assistance of 'Student Movement and Supervision' staff. Scan all rolls and store on school server.
- Manage the supervision of all swimmers until collected from the pool by a parent or guardian.
- At the end of each term, assess each student using the School's LTS outcomes, record in Swim School software program accordingly, create certificates and determine which students need to move to the next level.
- Submit names for awards in consultation with the Head Swimming Coach.
- Create holiday program timetables in consultation with the Head Swimming Coach.
- Design, manage and implement the annual Swim School Christmas Party so that it meets the needs of the School.
- Ensure all billing for Swim School students reflects Ascham rates and that all relevant information is submit to the Finance Department in a timely manner.

### General Responsibilities

- Promote a fun and positive environment to foster the learning of skills and active participation.
- Attend weekly Sports Department meeting and other meetings as requested.
- Communicate effectively with parents via email or phone as necessary.
- Attend and assist with preparations for all school swimming carnivals and other school events where required.
- Develop, update and review Risk Assessments for the Ascham Pool and events in conjunction with the Head Coach of Swimming.
- Submit injury and accident reports as necessary.
- Make professional judgements to solve complex problems when there are no clear methods or procedures in place for doing so.
- Ensure compliance with the School Code of Conduct, all other internal policies and procedures and health and safety laws and regulations.
- Undertake any other duties as required by the Head of Swimming or Head of Sport to achieve the values, goals and strategies of the School.

### What do you need to succeed?

- Austswim or Swim Australia qualifications desirable.
- Exceptional interpersonal skills and commitment to positive relationships and professional communications with all stakeholders.
- Well-developed time management and organisational skills with the ability to work autonomously as well as a team member.
- Complete the [Child Protection Online Module](#).
- Have a current [Anaphylaxis Certificate](#).
- Complete the [Positive Coaching Psychology Online Course](#) and provide the completion certificate.

- Hold a current First Aid and CPR Certificate.
- Have a current Working with Children Check.