



# Ascham School



## Head Coach Swimming Position Description

# Head Coach Swimming

Department: Sport

Reports to: Head of Sport

## Job Description

Ascham is one of the world's leading girls' schools, and since its foundation in 1886 has educated girls who develop into confident, independent, compassionate young women. Ascham is an inclusive, day and boarding school for students in years P-12, within a warm, welcoming and collaborative environment. We value employees who demonstrate a positive and proactive approach to their work, have a willingness to participate in the life of the School; and are vibrant, dedicated, professional and capable.

The position is responsible for developing an innovative and engaging Swimming Squad program that maximises the positive effects of school sports involvement for our students and the wider community. As the Head of Swimming, the position holder leads the development of staff and students to drive Ascham Swimming to the next level (including representation at a State and National Level). This important role ensures the swimming program forms an important pillar within the entire sports program, that every student is well supported regardless of ability or age, and that our environment is safe, friendly and fosters both excellence and good sportsmanship amongst participants.

## Duties and Responsibilities

### General Responsibilities

- Develop and drive an overarching vision for Swimming Squads at Ascham, cultivating an engaging journey for students that aligns with the school's vision and values
- Provide leadership around our agreed vision that caters for students from beginner to representative levels; across both Junior and Senior Schools; and for school carnivals / other opportunities beyond the school pathway
- Provide coaching and support to student-athletes to encourage their holistic development and support both successful academic results and sporting excellence.
- Liaise effectively with the Head of Sport, Sports administration team and other stakeholders in relation to our swimming program's strategic priorities, program administration, scheduling and student wellbeing
- Recruit, lead and mentor a coaching team to support the vision and values of Ascham Sport
- Use technology to provide students with high quality and innovative sessions
- Take a pro-active approach to monitoring and maintaining program health and safety standards including injury prevention, facility / incident management and on-going equipment repair and maintenance
- Ensure compliance with the School's Code of Conduct and all other internal policies and procedures.
- Work in accordance with the Ascham Staff Code of Conduct
- Other duties as directed by the Head of Department

### Pre-Season

- Work with relevant Sports' Department colleagues to recruit and develop high quality coaching staff who work within the Squad Program.
- Implement appropriate on-going assessments focused on continuous feedback and developing and allocating students to teams / squads accordingly.
- Schedule, plan and oversee all development opportunities including yearly periodised planning of competitions, trainings and carnivals
- Facilitate the recruitment and development of quality officials for the Ascham program and beyond
- Actively participate in representative pathway opportunities including engaging in opportunities to act as coach and/or managers of Representative Teams.
- Organise, program and attend key events such as Swimming Season Launch, Club Race Nights, Representative Dinners and Emerging Athlete Camp including talent identification
- Liaise with the Head of Athletic Wellbeing in regard to training and pre-screening
- Work with the sports administration team to identify venues and secure bookings for appropriate facilities.
- Maintain and purchase both equipment and facility management in consultation with the Head of Sport.

## In-Season

- Lead the implementation of a tracking system to record progression of individual students, teams and competition performances with a strong focus on our IPSHA and IGSA Representative Teams
- Attend all competitions including both weekend and mid-week carnivals to coach teams and/or oversee the continuing development opportunities of the swimming coaching team
- Mentor student leaders associated with the Swimming program and encourage them to play an active role in the promotion of swimming within the Ascham community
- Complete weekly program administration tasks such as role marking, student feedback, student awards and any behaviour management issues
- Actively participate in the weekly Sports Department meeting to help set and deliver on the school's strategic priorities within sport
- Facilitate and actively engage in the planning, organisation, delivery and on-going development of School-based carnivals including the set up and running of Swimming Carnivals across years P-12.
- Maintain and effectively manage the schools *Meet Manager* entries and use the software to track and monitor student performance.

## Post-Season

- Actively participate in an end of season review to evaluate the effectiveness of the swimming programs and provide recommendations for future development.

## Mandatory Requirements

- A "Development" Coaching Qualification in Swimming (or willingness to obtain)
- Demonstrated swimming coaching experience within a youth sports context, and strong background across the 6-18 years age bracket (including across all swimming disciplines)
- Proven experience in coaching and/or leading other coaches in their discipline
- Ability to be an effective team member and demonstrate initiative, passion, a willingness to collaborate and people management skills
- Ability to work collaboratively with the Sports Department and wider school community to support excellence across all aspects of the Ascham Sports Program
- Demonstrated commitment to continuous improvement and innovation
- Ability to respond to parent concerns in a timely and professional manner
- Ability to maintain confidentiality and professionalism at all times
- Advanced use of Microsoft Office suite of programs, including Outlook, Excel, Word, Teams etc
- A current First Aid and CPR Certificate
- A valid Working with Children Clearance.
- A firm commitment to safeguarding and promoting the welfare of children

## Anticipated Commitment

This is a permanent full-time position (average of 38 hours), with a larger Summer season commitment in terms 1 and 4; and a smaller Winter season commitment in terms 2 and 3. Some after hours and weekend work might also be required to support department initiatives.

Acknowledgment	
I have reviewed this position description and understand the duties and responsibilities of the role.	
Name	
Signature	
Date	