

# Visiting Swimming Coach

## Job Description

---



An experienced swimming coach is required to deliver afternoon training sessions and perform team manager responsibilities during galas.

The swimming coach will work closely with the Teacher in charge of Swimming in order to promote the subject and create the framework within which pupils can enjoy an active pursuit of Physical Education at all levels in a variety of forms.

The Swimming Coach will be required to:

1. Teach pupils, ranging from complete beginners to those of a high standard, offering encouragement, support and guidance as necessary.
2. Follow guidelines and procedures as set out in the Information Booklet for Visiting Staff and the Staff Handbook
3. Assess, record and report as required on the development, progress and attainment of pupils.
4. Promote the general progress and wellbeing of any pupil assigned to her/him.
5. Act in the professional manner of a School teacher, maintaining good order and discipline among pupils and safeguarding their health and safety, both when they are on the School premises and when they are engaged in authorised School activities elsewhere.
6. Attend swimming galas and support the girls who compete
7. Any other reasonable duties to support swimming at Wycombe Abbey, by agreement with the Teacher in charge of Swimming.

## Person specification

### 1. Specialist Skills and Experience

Experience of coaching swimming at all levels. ASA Level 2 qualified, or equivalent.

### 2. Team working

A proven ability to build a positive and collaborative rapport with pupils and staff alike.

### 3. Using initiative

Ability to work unsupervised and to take responsibility for own actions with good attention to detail.

### 4. Communication

The highest level of communication skills for dealing with pupils, parents and staff.

### 5. Organisation

Ability to organise time effectively, to create work schedules, to prioritise workload and to meet deadlines.

### 6. Flexibility

To adapt successfully to changing demands and conditions.

### 7. Special conditions

The post is conditional upon an enhanced DBS check.

## Child Protection Statement

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the School's Designated Lead for Safeguarding or to the Headmistress.

The School values of Trust, Encouragement, Mutual Respect, Dynamism, Excellence, Innovation, Service and Balance should be followed to enhance working relationships and to benefit the whole School community.

The duties and responsibilities contained within this job description may change from time to time according to the requirements of the role. This document is not intended to have a contractual effect.