



## ROLE DESCRIPTION

### LEAD JUNIOR SWIM COACH

#### ROLE PURPOSE

The Lead Junior Swim Coach will professionally conduct swimming squad sessions and pool operational requirements at Knox Grammar School Aquatic Centre. They will ensure the provision of exceptionally high standard of programs for the benefit of all users of the Centre. The coach's role will be to improve the swimming standard and the competitive skills of each swimmer while promoting competitive swimming. The Lead Junior Swim Coach has a responsibility to ensure the swimmers have a fun and positive experience.

#### ROLE RESPONSIBILITY

The Lead Junior Swim Coach reports directly to the Aquatic Centre Manager and Head Coach. The coach is responsible to ensure that all staff involved in the coaching of swimming meet the standards and expectations of Knox Grammar School.

This role is permanent part time 25-30 per week – generally at either end of the day and on weekends as required. During School and club swim meets, these hours will increase temporarily.

The Swimming Coach will be required to coach a range of stroke development squads, competitive squads as well as a growing Adult squad.

The Elite Squads have nine pool sessions a week and four gym sessions. There is a high calibre with some participants ranked first in the State and third at Nationals. The coach will be required to support the swimmers at club competitions, school competitions and club race nights.

#### ROLE ACCOUNTABILITY

##### Knowledge

- Knowledge and ability to pre-plan and develop session structures.
- Conduct squad sessions to meet the defined needs of the students.
- Basic pool operations/safety guidelines

---

## Responsibility/Experience

- To act as a member of the Knox Grammar School team and assist in advising matters to do with swimming instruction, coaching and other appropriate matters.
- As a swim coach, be responsible for the efficient and effective implementation of the programs and policies of the pool and to ensure the resources are most effectively deployed.
- Assist the Head Coach and Aquatic Centre Manager in ensuring awareness of all educational programs provided and to promote them in a positive manner.
- To be responsible for the maintenance of equipment, cleanliness of the storage area and setting up and putting away of all equipment required for lessons.
- To implement the pool's guidelines on safety procedures and operations to ensure a genuine concern for users safety.
- To keep accurate student history and attendance records for every class and advise the Head Coach when students are transitioned between squads.
- To open and close the pool when required and conduct pool water tests and report anomalies.
- Attend Knox/Pymble Swimming Club carnivals as required.
- Take responsibility for the highest junior squad and guide and select the Knox Preparatory School Team.
- Develop swim programs that are engaging and oriented to a wide range of student motivations
- Be responsible for overseeing many aspects of junior swimming at Knox and work with parents/children in their swimming journey through Knox.
- Prepare and produce various reports and maintain confidential records

## Knox Sports and Aquatic Academy Ethos

The success of the KSAA can only be achieved by providing a high quality service to ensure athlete performance. Therefore the Knox Sports and Aquatic Academy is guided by the following values in the provision of programs and services to elite sport the Knox Sports and Aquatic Academy:

### Performance

Operations will be oriented towards achieving performance standards and success with resources targeted according to performance and potential.

### Athlete-Centred, Coach-Driven

We will provide the highest quality sports programs through an athlete-centred, coach-driven culture in order to develop athletes to [their maximum potential](#).

### Commitment to Excellence

You will constantly strive to improve our performance through a commitment to excellence.

### Teamwork

You will focus on teamwork in order to help deliver integrated and high quality services to our sports programs. You will act as a leader/mentor to the other squad coaches

---

## Fairness and Equity

You will incorporate fairness and equity in our operations and decision-making.

## Ethics

You will always promote the highest behaviour and integrity

## Innovation

The Knox Sports and Aquatic Academy will exhibit innovation by always seeking to improve procedures.

## Responsibility and Accountability

The Knox Sports and Aquatic Academy is committed to providing resource efficient operations and will regularly monitor and review performance.

## Prestigious Image

Your performances will help result in a dynamic and respected public profile and prestigious image. You are expected to understand these requirements and how they affect your role.

## Performance/Skills Standards

- Exhibit the highest standards of swimming instruction and customer service.
- Punctuality and attendance will be expected.
- Adhering to all staff uniforms and personal presentation guidelines.
- Maintenance of qualifications and skills must be current.
- Continual application of enthusiasm and motivation will be expected.

## General

- Attend all staff meetings and training sessions as required.
- Carry out all legitimate requests for assistance from the Head Coach and other delegated supervisors.
- All actions and conduct will be made in the best interest of the Knox Grammar School.

## QUALIFICATIONS AND SKILLS

- Teacher of Competitive Strokes certification (Essential)
- Experience in coaching junior competitive swimmers (Essential)
- Senior First Aid Certificate, CPR/Resuscitation Certificate (Essential)
- Bronze Coaching license (Essential)
- Silver Coaching license (Desirable)
- Pool Life Guard (Desirable)
- Teaching or Sports Science degree (Desirable)
- Certificate 4 Trainer and Assessor (Desirable)

---

## WORK HEALTH & SAFETY

The incumbent will actively support and contribute to the maintenance and development of a safe working environment by:

- Reporting incidents or accidents to the appropriate staff as soon as possible.
- Working within the WHS management systems that have been adopted by the School.

## APPRAISAL AND REVIEW CONDITIONS

As with all members of staff, the Swim Coach will be expected to participate in a regular appraisal program as an integral part of their professional development. The appraisal program shall set strategic objectives and performance measures consistent with the responsibilities of the position.

## TERMS OF EMPLOYMENT & REMUNERATION

This is permanent part-time position 25-30 per week – generally at either end of the day and on weekends as required. During School and club swim meets, these hours will increase temporarily.

Remuneration for the position will be commensurate with qualifications, skills and experience and in accordance with the terms and conditions of the *Educational Services (Schools) General Staff Award NSW 2010*.

Superannuation Guarantee may be applicable and will be paid in accordance with the current legislation.

*Please note: All staff are subject to mandatory screening procedures in line with Child Protection Legislation*