



Australian International School

JOB DESCRIPTION

Position Title	Casual Swim Coach	Date: Dec 2022
Function/Department	Swimming Department	Location: AIS Lorong Chuan
Manager Title	Aquatics Director	
Position Type	Casual	
Position Status	Part Time	

Swim Programs

Immediate Role

The casual swim coach will be called upon to assist in the delivery of the following Elementary School swimming programmes:

- before and after School Co-Curricular Activities (CCA) coaching our Stroke Development mini squads (Years 1-4).
- AIS Curriculum classes (Years 1-4)

Future Role

As Safe Management Measures ease the Casual Swim Coach may also be given the opportunity to perform additional Coaching and Learn to Swim Instructor duties, assisting in the delivery of one or more of the following programs:

- Swim Hub Australian International School (AIS) / Brighton College Singapore (BCS) / Stamford American International School (SAIS) Learn to Swim Program (3 months – 6 years of age)
- BCS Physical Education lessons
- SAIS Physical Education lessons
- Before and after School Co-Curricular Activities (CCA) Learn-to-Swim (Years 1-4)
- Before and after School Co-Curricular Activities (CCA) Squad Coaching (Years 5-12)
- Weekend lessons
- Holiday programmes

Position Objective

- To provide the above-mentioned programs with a dynamic coach who is eager to work in a fast paced and inclusive team of both casual and fulltime squad coaches. Our coaches ensure that AIS students are given opportunities to belong, improve, serve, and strive in the context of social development and swimming. The swim coach will work closely with full-time Team members and other casual instructors, to deliver these swimming programmes.

Responsibilities

Qualifications

- Maintaining the following accreditation:
 - Learn to Swim Instructors - Swim Australia *Teacher* (or equivalent)
 - Stroke Development and Fitness Squad Coaches (Dolphins and Marlins) – Swim Australia *Teacher of Competitive Swimming* (or equivalent)
 - All staff - First Aid, CPR, AED and Epi-Pen

Equipment Set Up and Pack Up

- Assist the Supervisor in preparation and cleanup, before and after each shift, ensuring a safe, clean aquatic environment
- Maintain the equipment storeroom



- Ensure that swim aids are: checked for usability, appropriate to drills, readily available poolside, safely positioned, maintained and clean, returned after use

Learn to Swim

- In water delivery of 30 minute Learn to Swim lessons to a variety of levels (set ratios ranging from 1:3 – 1:5 for CCA)
- Commence and complete lessons on time. Manage time effectively, structuring lessons in 10-minute intervals
- Where relevant closely follow prescribed lessons plans within the overall framework of the Swim Schools
- Talent Identification - Monitor individual swimmer's skill acquisition against the set promotion criteria and alert AIS / ELV Aquatics Director, AIS Swimming Administrator or Swim Hub Supervisor when students are warranting promotion
- Maintain a positive learning environment
- Use appropriate physical contact
- Assist the AIS Swimming Administrator / Swim Hub Supervisor in the maintenance of accurate attendance records
- Enforce our 'no diving policy' in water shallower than 1.8m

Stroke Development

- Predominately on-deck delivery of 45 minute Dolphins Sessions (ratio 1:8) and 60+ minute Marlins Sessions (ratio 1:10)
- Closely follow prescribed lessons plans within the overall framework of the AIS Swim School
- Talent Identification - Monitor individual swimmer's skill acquisition against the set promotion criteria and alert the AIS Aquatics Director, or Head of Competitive Swimming when students are warranting promotion
- Assist the AIS Swimming Administrator and Assistant Coaches in the maintenance of accurate attendance records
- Maintain a positive learning environment
- Keep physical contact to a minimum. If needing to make biomechanical alterations explain to the student what you are about to do and ask permission
- Foster and nurture an environment with the Swimmer's Long Term Athlete Development in mind

Fitness Squads

- On-deck delivery of 45+ minute Junior Squad Sessions (ratio 1:15) and 60+ minute Teen Squad Sessions (ratio 1:15)
- Where rostered on provide 10-15 Strength and Conditioning (dryland warm up) prior to pool session
- Talent Identification - notify the AIS Aquatics Director, or Head of Competitive Swimming if any students are showing signs of competitive potential
- Assist the AIS Swimming Administrator and Assistant Coaches in the maintenance of accurate attendance records
- Foster and nurture an inclusive enjoyable environment
- Maintain a positive learning environment
- Keep physical contact to a minimum. If needing to make biomechanical alterations explain to the student what you are about to do and ask permission
- Maintain the equipment storeroom

Risk Assessment, Duty of Care and Rescue Response

- Report to the Supervisor (or in absence the most senior staff member) on arrival
- Operate within accepted industry practices
- Alert the AIS / ELV Aquatics Director, AIS Swimming Administrator or Swim Hub Supervisor of any dangers or maintenance issues immediately
- Maintain continuous observation of all students in your care at all times, in or out of the water
- Depths of all areas of both pools must be known. Location of activities must be appropriate
- Fulfill your duty of care to all patrons (participants and spectators) within the aquatic centre
- Ensure students use the 'Student Only' bathrooms and adults the 'Adult Only' facilities



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- Report any incidents using the Incident Report forms and the Safeguarding Forms provide
- Be familiar with and enforce the pool emergency procedures. Know exit options. Response in the event of an emergency. Locate emergency phone and rescue aids. Retrieve Oxygen Equipment, multiple sizes of Bag Valve Masks (BVM) and Spinal Board, Collars, Speed Blocks and Straps when needed.
- Document incidents and take witness accounts and details
- Report to Supervisor (or in absence the most senior staff member) before leaving your shift

Communication

- Use appropriate positive language at a suitable volume for the learning environment
- Take charge and instruct in a confident manner
- Use direct instruction prescribing skills which are commiserate with the Student's physical ability, energy level, and mental preparedness. Consider the Student's age and mental capacity
- Address Student's using their first name in an appropriate manner
- Account for cultural and linguistic diversity
- Modify activities for students with disabilities, learning difficulties. Seek advice for the Aquatics Director or Swimming Administrator
- Implement positive behavior management and when needed intervene in an appropriate manner. Document and inform the AIS / ELV Aquatics Director, AIS Swimming Administrator or Swim Hub Supervisor of any serious incidents
- Identify and students lacking in confidence or preparedness and alter communication, drills and skills where needed
- Display empathy with Students if problems arise
- Provide alternate communication to Students when misunderstandings occur
- Recognise individual differences and alter instructions, skills and drills to suit
- Provide Individual and group recognition for improved Student performance
- Interact positively with Students, Coworkers and Parents. Ensure equitable participation by all Students and provide all Students. Provide regular appropriate encouragement and positive feedback
- Keep communication with other Staff effective and relevant. Keep use of the mobile phone on pool deck to an absolute minimum. Tip: where possible use a tablet or laptop for work related tasks, as parents cannot tell what you are doing on the phone
- Move around when coaching. Avoid sitting down, leaning and standing in one place, especially when on the outside lanes. Maintain eye contact and position yourself to provide effective verbal communication. Tip: when outdoors be mindful of the position of the sun

Image

- Present a professional and positive image
 - Clothing
 - Grooming
 - Behaviour and manner
 - Language
 - Confidence
- Project that you are having a positive experience
- Conduct yourself in a legal, ethical and professional manner

Selection Criteria



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- Certified First Aider and CPR provider
- Epi-Pen trained
- Swim Australia or AustSwim certified (or equivalent)
- Able to work with children of different age groups, backgrounds and nationalities
- A team player with good interpersonal and communication skills
- Prepared to work a variety of shifts including some early morning and weekends when needed

Contacts

- Students, Instructors, Coaches, Parents, Full-time Swim Hub Staff, Aquatics Director, Swim Hub Casual LTS Instructors, AIS School Teachers, SAIS School Teachers, Teacher Assistants

Working Conditions

- Mainly on pool-deck

Terms of Employment

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity (if the candidate has lived in the UK) and/or criminal/police or equivalent background checks for all other countries inhabited (irrespective of whether you worked in those countries).

Main Duty:

- To coach Stroke Development / Mini Squad level AIS Elementary Students in Years 1-4

Possible Shifts:

- Predominately after school hours
- Sporadic work offered during school hours
- Opportunities will broaden at Safe Management Measure ease