



JOB DESCRIPTION

Full Time Director of Swimming (Maternity Cover)

Line Manager: Director of Sport

Overview

This is an exciting opportunity for a dynamic and experienced teacher and or coach to develop one of the focus sports offered at Radnor House Sevenoaks for our Prep and Senior pupils. The selected candidate will be expected to provide swimming tuition, guidance and training/coaching for all pupils from nursery up 6th form and ability to develop our swim squads. The position will involve identifying and nurturing any potential talent within school.

Key Responsibilities:

The Director of Swimming has the following responsibilities:

- Co-ordinate and take the lead for all swimming teaching at Radnor House Sevenoaks, liaising with appropriate staff at both Prep and Senior Schools.
- Set year-round general training programmes for all squads including adequate testing, monitoring and evaluation.
- Create and oversee the Radnor House Swim School Programme (paid swimming lessons run in addition to the curriculum for both internal and external pupils).
- Set and deliver swimming camps during holidays if and when introduce.
- Arrange and attend swimming galas against other schools, co-ordinating dates and times with other staff at the various schools involved.
- Build and maintain strong relationships with athletes, parents and partner programmes or services to continually encourage athletes towards the next level of their development.
- Co-ordinate and regularly review the schemes of work for swimming throughout the whole school.
- Oversee the management and allocation of swimming resources and coaching support.
- Comply with the School's Health and Safety Policy and Procedures.
- Undertake any other reasonable duties as requested.
- Act as chief lifeguard.
- Maintain up to date and appropriate records.
- Provide and manage all elements of the administration in relation to the organisation of lessons, events/competitions and galas for both schools as required.
- Liaise closely with the Premises Manager in relation to safety and all necessary risk assessments and to ensure that he/she complies will all relevant current legislation.
- Liaise closely with the Premises Manager concerning all pool maintenance matters.
- Ensure that the swimming pool is well maintained in a safe, clean condition co-ordinating support from the Premises Manager and other departments where necessary.

- Any other reasonable duties as requested by the Head or his Deputy.
- Plan and run NPLQ courses during the year for our pupils, so that they gain a lifeguard qualification.
- Assist in delivery of games afternoons where required.

Elite Swimmers:

- Implement appropriate programmes for elite swimmers, to include pre-term and long distance training.
- Monitor, develop and enhance elite swimmers.

Knowledge, Experience and Qualifications

- ASA Level 3 Swimming qualified or Level 2 working towards Level 3.
- Knowledge and experience of the development, organisation, implementation and co-ordination of high performance swim squads and the development of such athletes to ensure all individuals are given the opportunity to maximise their potential.
- Excellent communication skills, including the mentoring, managing and enabling of other coaches, staff and key partners.
- Qualified lifeguard

Pastoral Responsibilities:

Take a full part in the pastoral arrangements of Radnor House Sevenoaks.

Other:

- Members of staff should, at all times work within the framework provided by the school's policy statements to fulfil the general aims and objectives of Radnor House Sevenoaks.
- To contribute to the co-curricular life of Radnor House Sevenoaks.
- To assist or lead in the organisation and management of Sports related events and co-curricular activities in consultation with the Director of Sport.
- To undertake such other duties as the Head or his Deputy may reasonably request.
- To continue the roles outlined in this job description to the highest level.

The above statement of Responsibilities is agreed to be an accurate Job Description and should be seen as enabling rather than restrictive and will be subject to regular review.