

HEAD OF PE AND SPORT JOB DESCRIPTION

Job Title:	Swimming Coach
Line Manager:	Head of PE

Purpose of Job

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We are searching for a reliable, trustworthy Swimming Coach to join our Harrow Shenzhen Schools. The Swimming Coach's responsibilities include analysing swim techniques and determining skill levels, developing individualized swimming programs, educating swimmers on various techniques and styles, and overseeing training. To be successful as Swimming Coach, you should be empathetic, patient, and understand that swimmers have varying abilities. Exceptional Swimming Coaches are those who place performance over results and are able to motivate and inspire.

The candidate will coach:

- PE Curriculum (Early years, lower school and upper school)
- Competitive Swimming (swim squads during our LSA programme)
- Learn to Swim
- Non-Competitive Swimming
- Swim Camps

Duties and Responsibilities

Key areas of accountabilities	Main duties & responsibilities to support achieving accountabilities
PE Curriculum	<ul style="list-style-type: none"> • 20 classes by following the swimming curriculum indicated by Head of PE. • Contribute and follow schemes of learning for all year groups and level of swimming development. • Assess student progress and attainment. • To coach/teach swimmers of all abilities and to do so in a safe and encouraging manner. • Take the lead in organising inter-house swim events.
Extra-Curricular Swimming	<ul style="list-style-type: none"> • Will lead in the planning and implementation of swim training based on guidance from Head of PE. • A willingness to coach both before school and after school to support our LSA programme, including our swim squad. • Help develop "a learn to swim programme" for all ages. • Follow all processes and procedures for duty of care and looking after students through all extra-curricular activities and programmes and any administration required at that time. • Liaise with other aquatic staff as regards to communication home about swimming progress.
Competition	<ul style="list-style-type: none"> • Organize and manage each swimming competition hosted by Harrow Shenzhen. • Will help organize and attend all competitions in China. • Will help organize and be able to attend internationally for Competition or training.
Swim Camps	<ul style="list-style-type: none"> • Lead and support and coach 2 weeks camp in the summer break • Lead and support and coach 1-week camp in winter break

Collegiality	<ul style="list-style-type: none"> Attend meetings designed to share information necessary for the smooth running of the school and the successful delivery of its programme. Attend CPD and Planning meeting scheduled by Head of PE. Support the lifeguards in ensuring that they are following the poolside protocol that has been decided by the Head of PE and yourself in partnership. Behave at all times in a manner befitting a role model for the students of the school, and in a manner, that brings only respect to colleagues and the reputation of HSZ in line with the Teaching Standards and those of HSZ. To support colleagues as necessary and to work co-operatively as part of a team attending all meetings and INSET.
Personnel	<ul style="list-style-type: none"> Provide hands-on training and coaching employees on a regular basis. Responsible for safety compliance to Head of Aquatics and Safety and Health Safety & Security Project Manager. Perform safety audits as needed and recommend changes to process where needed to insure the highest degree of worker safety. Stay abreast of the latest Swimming Techniques. Stay abreast in new technology for swimming. Actively promote and develop the ethos of the School. Uphold the expectations made by HSZ in regards to student behaviour such as ensuring that all students observe matters such as dress, punctuality and school rules. Actively establish good relations and open communication with parents
Safeguarding and student well being	<ul style="list-style-type: none"> To take seriously the responsibility to safeguard and promote the welfare of children, following school procedures, putting safeguarding and student well-being at the centre of the PE Department's decision making. By working together to ensure adequate arrangements within the School help to identify, assess, and support children who are at risk. Ensure that all staff delivering sports, clubs, competitions and activities understand the school's safeguarding procedures.

Other important features:

- Work closely with the School's leadership teams to ensure effective implementation of the School's strategic plan and to take a role in that process.
- Attendance at extra-curricular activities, parent community events etc.
- Represent the school at official functions as and when requested by SMT.
- Support the subject transition between key points (EY-PP, KS1-KS2, PP-Prep, Prep-Sen) for both students and parents.
- Teaching load as required and specified by Heads of Schools.
- Lead by example in all professional matters ensuring that all teachers and students observe matters such as dress, punctuality and mutual support.
- Contribute to the development of the overall Harrow vision and ensure that students, staff and parents all understand and subscribe to that vision.
- Be available to advise academic staff and individual students, ensuring that, so far as possible, each person's individual needs are met so that they can exceed their potential, and that students' progress is maintained in an effective way.
- Assist the SMT and SLT in managing the budget effectively.

Person Specification

	Essential	Desirable
Behaviours	<ul style="list-style-type: none"> Detail-oriented 	<ul style="list-style-type: none"> Understand and can follow safeguarding expectations



HARROW
INNOVATION LEADERSHIP
ACADEMY
哈罗礼德学校
SHENZHEN QIANHAI 深圳前海



HARROW
INTERNATIONAL
SCHOOL
哈罗国际学校
SHENZHEN QIANHAI 深圳前海

	<ul style="list-style-type: none"> ▪ Strong mechanical aptitude and troubleshooting skills ▪ Ability to learn industry and technical work ▪ Self-motivated worker ▪ A willingness to involve themselves actively in our LSA programme and take the lead on the development of our swim squads. ▪ Team Player ▪ Positive Attitude 	
Skills and Knowledge	<ul style="list-style-type: none"> ▪ Ability to work in a way that promotes the safety and wellbeing of children. ▪ Effective communication and engagement with children and their families. ▪ Ability to multi-task. ▪ Positive “can-do” attitude ▪ Excellent problem-solving ▪ Speak and write in English 	<ul style="list-style-type: none"> ▪ Knowledge and understanding of positive disciplinary methods. ▪ Knowledge and understanding of child development and its impact on behaviour ▪ Computer Literate ▪ Has excellent English communication skills
Experience	<ul style="list-style-type: none"> ▪ At least 3 Years’ experience in Swimming Coaching ▪ At least 2 Years’ experience in teaching children 	<ul style="list-style-type: none"> ▪ Worked in School environment ▪ Previous swimming competitor and trained athlete ▪ Has previous coaching experience ▪ Has previous coaching experience with children
Qualifications	<ul style="list-style-type: none"> ▪ ASCA level 2/ ASCTA Bronze or equivalent 	<ul style="list-style-type: none"> ▪ Bachelor’s degree preferable

Education is an ever-changing service and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.