



SWIMMING COACH & MANAGER

SALARY: APPROPRIATE TO
QUALIFICATIONS AND
EXPERIENCE

FULL TIME

TO START: SEPTEMBER 2019

SWIMMING COACH AND MANAGER

St Michael's Prep School is a co-educational day school with 440 children aged 2-13, enjoying a beautiful location, overlooking 90 acres of land. Our state of the art Pre-Prep building sets each child on a learning journey that is rich, active and inspiring. Children continue into the Prep School, taught by a large number of specialist professionals who work throughout the school to provide a rich array of curricular and co-curricular opportunities.

St Michael's Prep School seeks a swimming coach and swim school manager to provide squad training and lessons to pupils both within and after the school day and develop the reputation, success and impact of the swimming at St. Michael's.

This is a fantastic opportunity for a trained, experienced swimming expert to lead and manage an exciting aspect of St. Michael's Prep School. Working alongside a team of swimming coaches, you will continue to develop the school's provision and plan and deliver growth through business modelling, marketing and recruitment.

The swim school at St. Michael's was created in 2016 and has provided excellent additional opportunities alongside curriculum swimming, enhancing the opportunity for competition and developing national and regional standard swimmers. Classes include our partner schools and there are classes for adults too.

In our newly refurbished pool, the next Swimming Coach and Manager will be taking over a thriving operation with the full support of the school behind it.

Please send applications form together with a covering letter to Mrs Kim d'Albertanson, HR Officer at recruitment@stmichaels.kent.sch.uk.

APPLICATION DEADLINE: Monday 29th April 2019

INTERVIEW DATE: Week commencing 7th May 2019

St Michael's Prep School is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to an enhanced disclosure through the Disclosure and Barring Service



JOB DESCRIPTION

RESPONSIBLE TO:

- The Director of Sport
- The Deputy Heads / Head of Pre-Prep
- The Head
- Governing Body

IMPORTANT RELATIONSHIPS

- The Swim School Administration Assistant
- All sports & swim staff
- Sevenoaks Swim Club

KEY RESPONSIBILITIES

Teaching and Learning

- Co-operate with colleagues within the school to lead, organise & develop the out of hours' swim school & the planning and delivery of high quality, differentiated learning for all children
- To lead and manage the swimming as part of the curriculum
- Review the delivery of swimming for all ages and refine the curriculum
- Train and enter competitions with a competitive swimming squad.
- Use experience to support all pupils' learning and support the promotion of positive behaviour
- Keep records of progress of groups and individuals
- Supervise and provide support for pupils both in the pool and at other times
- Liaise with class teachers and the Head of Learning Development to track progress of children with additional needs
- Administer standard tests and undertake routine assessments
- To contribute to the broader life of the school, for example by supporting extra-curricular, social and other activities
- To maintain displays about swimming around the sports lobby area
- To support equal opportunities for all children and staff
- To organise the availability of the pool for partner schools

Pastoral Care

- To ensure the well-being, happiness and success of each child
- To promote children's independence and self-esteem through enabling their success

Communication

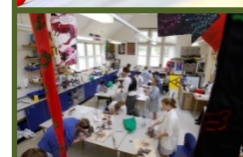
- To treat children at all times in a manner consistent with specific school policies and the broader ethos of the school



- To maintain and foster links with parents / families through formal and informal parents' meetings and other meetings as necessary

Teamwork

- To participate in all necessary duty rotas within and around the school day
- To co-operate with colleagues in teaching and curriculum planning
- To maintain an appropriate and professional standard of personal appearance
- To support school policies, procedures and development plans as defined by the school's Senior Leadership Team and Governing Body
- To participate in in-service training as part of career and curriculum development, in line with school needs
- To be in school during the 'school day' and for such additional hours as are necessary to discharge effectively all professional duties
- To have regard to the health and safety of all children, staff, parents and visitors to the school
- To safeguard and promote the welfare of all children
- To have respect for the confidential nature of the post



PERSON SPECIFICATION

St Michael's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Our staff need to be:

- eligible to work in the UK
- passionate about working with children
- committed to excellent provision for all children
- great communicators
- organised
- efficient
- reliable
- flexible
- great team players
- computer literate

Our Swimming Coach and Manager needs to have:

- a warm and encouraging manner
- experience of working with children in all key stages
- drive and determination
- ambition
- experience of swimming competitively at least regionally
- experience of leading and managing staff
- lifeguarding qualifications
- membership of the Swimming Teachers' Association
- familiarity with the ASA Code of Ethics for coaches and teachers
- at least a Level 2 qualification
- strong literacy and numeracy skills (GCSE Grade C or above in English and Maths)
- the ability to plan learning activities for individuals and small groups
- experience of working with children with a range of emotional and behavioural difficulties
- the ability to form and maintain suitable relationships and personal boundaries with children and young people
- use specialist curricular knowledge to support all children's learning
- a respect for the confidential nature of the post
- imagination, creativity and lots of energy
- an enhanced disclosure via the DBS (which the school would facilitate)
- a sense of humour