



**Stamford American**  
INTERNATIONAL SCHOOL

## JOB DESCRIPTION

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.

Position Title	Aquatics Assistant/ Aquatics Specialist/ Aquatics Coordinator	Reference: JUL2023CCA
Function/Department	Athletics & CCA	Location: Stamford Woodleigh Campus
Manager Title	Aquatics Director	
Position Type	Permanent	
Position Status	Full Time	

### Position Objectives

Stamford American International School's Aquatics Assistant/ Aquatics Specialist/ Aquatics Coordinator plays a key role in supporting our educational teachers with the delivery of the aquatics program during curriculum time. They will assist in the creation of a learning environment where students feel positively challenged in water-based activities. As an integral part of the Aquatics Department, they will have opportunities to develop skills in other aquatic areas such as Learn-to-Swim and the competitive Lions Swim Academy.

### Responsibilities

**The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhered to and ensure compliance with the relevant Cognita Safeguarding and Child Protection Policy and Procedures at all times. If, in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the School's Designated Safeguarding Lead, Head of School, or to the Cognita Regional Safeguarding Manager.**

#### Main Responsibilities:

- Assist with the swim teaching of learners in the PE curriculum in groups or as individuals as directed by the Aquatic Director/ Head of PE/PE Specialist/Class teacher. Be present and in the water with students as ability/instruction/ratios dictate.
- Develop trusting and effective relationships with students in the aquatics environment.
- Constantly observe and report on areas or concerns that may be present potential risk to the pool users.
- Ensure that facilities are booked, maintained and equipment is well managed. Be responsible for setting up and packing up the pool/area on a day to day basis. Assist the Aquatic Director and PE Department in keeping aquatic resources up to date and in good condition.
- Supervise before and after their PHE lessons to ensure student safety and maintain Health and Safety ratios
- Enforce rules of the pool in accordance with school policy.
- Maintain constant poolside surveillance of students.
- Act immediately and appropriately to secure safety in the event of emergency; provide emergency care and treatment as required until the arrival of emergency medical service.
- Prepare and maintain appropriate reports. Ensure administration logs and checks are completed.
- Assist with the continual review and update of Health and Safety items, including Risk Assessments.
- Any other reasonable duties as delegated by the School Management.



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### **Position Requirements**

- At least 1 year of experience in working with children or relevant educational certificate/diploma required
- Lifeguarding experience in pool environment
- Competitive swim experience desirable
- Ability to work collaboratively in team environment
- Interpersonal skills and ability to relate confidently to parents and students
- Computer literate (Microsoft and Google applications, Hytek and Team Unify software, Apple hardware)
- Ability to work under pressure and demonstrating initiative is essential
- Embody the Stamford Values – Courage, Ingenuity, Compassion, Integrity

### **Qualifications**

- Diploma or degree
- Swim Teaching qualification
- Lifeguarding qualification
- Maintenance of lifeguard qualification and training updates

### **Contacts**

The job holder will develop and maintain effective working relationships with:

- All Stamford teaching staff and non-teaching staff (Coaching, academic and administrative)
- All Aquatics staff
- Parents and students
- Parent Teacher Association
- ACSIS, SEASAC, and Singapore Swimming Association
- Reports to Aquatic Director

### **Working Conditions**

- School Environment
- Working hours 8:30am to 4:30pm, Monday to Friday
- School holidays are paid but not required to work. Expected attendance for staff days and training days
- Occasional weekend work may be required

### **Terms of Employment**

- Medical Benefits: Local medical insurance provided the applicant is not currently covered
- Sick Leave/Hosp: 60 days hospitalization leave including 14 days sick leave
- Probation Period: 3 months from date of commencement
- Referee request: Required
- Background Check: Required
- Commencement date: Immediately

*SAIS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Pre-employment background checks are mandatory and appointments are strictly subject to confirmation that all reference and background checks are completed to the satisfaction of Cognita, SAIS' holding organization.*

*We are an equal opportunity employer and disallow discrimination of age, ethnic origin, nationality, gender, religion, sexual orientation, family status, pregnancy, marital status, medical or mental health history, physical characteristics or disability. We welcome applications from all qualified candidates.*

*We regret that only shortlisted candidates will be notified.*