



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	Assistant Swim Coach	Reference: JUL2023CCA
Function/Department	Athletics/Aquatics Department	Location: Stamford Woodleigh Campus
Manager Title	Aquatics Director	
Position Type	Permanent	
Position Status	Full Time	

Position Objectives

SAIS Aquatics Team is seeking a passionate, committed and forward-thinking swim coach to assist the current team of coaches. The Assistant Swim Coach will assist in the delivery of the competitive swim program and in the coordination of associated activities. They will also be involved in coaching on both a development and performance level. The appropriate person should be dynamic and able to adapt to our ever-changing and growing swim program, including some lifeguarding.

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 adhere 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:

Assistant Swim Coach

- Promote the aquatics journey and philosophy.
- Assist with the delivery and planning of training sessions across a range of ages and abilities.
- Implement age-, ability-appropriate skill progressions determined.
- Contribute to the successful graduation of student-athletes.
- Liaise with other members of the aquatics team to achieve common goals.
- Accommodate enquiries, squad allocations and graduations.
- Assist with recruitment of volunteers for team management and running swim meets.
- Assist Aquatic Director with the coordination, scheduling and organization of aquatic events. Attend and support student-athletes at aquatic events in which the school participates.



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Lifeguard Role, when needed

- Maintain constant poolside surveillance of students, acting immediately and appropriately in an emergency to secure safety. Enforce rules of the pool in accordance with school policy
- Ensure that facilities are booked, maintained and that equipment is stored and well managed.
- Prepare pools in advance to ensure safety; resources are available and in good condition.
- Prepare and maintain appropriate reports, administration logs. and ensure checks are completed.
- Assist with the continual review and update of Health and Safety including the Risk Assessment for Lincoln and Stamford Pools.

Position Requirements

- At least 2 years of swim coaching experience
- Lifeguarding experience in pool environment
- Ability to work collaboratively in team environment
- Interpersonal skills and ability to relate confidently to parents and students
- Computer literate (Microsoft & google applications,, Apple OS)
- Experience with Hytek, Team Unify or other meet software desirable
- Demonstrates the Stamford Values – Courage, Ingenuity, Compassion, Integrity

Qualifications

- Degree or Diploma
- UKCC Level 2 Swim Coach or International Governing Body Equivalent
- Current Lifeguard Qualification required or ability to achieve prior to commencement of role

Contacts

- 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 Associations
- PE Departments
- Reports to Aquatic Director

Working Conditions

- School Environment
- Split-shift work schedule
- Working Hours to meet the needs of the program. Example hours may include:
 - Early morning and afternoon coaching, exclusive of planning and administrative tasks
 - 5:30am-8:30am Coaching Monday, Wednesday, Friday
 - 2:30pm-6:30pm Coaching Monday-Friday. Saturdays 6:30am -10am
 - Lifeguarding hours, as needed and reasonable, during the school day
 - 8:30am-11:30am or 12pm-3pm Lifeguarding, Monday-Friday
- Attendance at weekend competitions may be required



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Terms of Employment

- Annual Leave 21 working days (taken during school holidays, preferred)
- Medical Benefits: Local medical insurance provided the applicant is not currently covered
- Sick Leave/Hosp: 14 days' sick leave and 60 days' hospitalization leave, including sick leave
- Probation Period: 3 months from date of commencement
- Referee request: Required
- Background Check: Required
- Certification: Maintenance of lifeguard qualification & training updates
- 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.