



## 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	Head of Aquatics	Reference: NOV2023
Function/Department	Athletics & CCA	Location: Stamford
Manager Name and Title	Athletics & CCA Director	
Position Type	Fixed Term	
Position Status	Full Time	

#### Position Objective

SAIS is seeking an inspirational Head of Aquatics to lead the competitive swimming club program and have overall responsibility for the SAIS Swim Program. This will require close collaboration with the CCA / Athletic Director and PE Department Heads to ensure that the swimming program coordinates with the overall school sports and academic programs. The Head of Aquatics is responsible for the delivery, design, and management of the Aquatics program.

#### 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.**

SAIS has two 8-lane competition pools with a full electronic timing system.. There is a successful competitive swimming program at SAIS and a large Learn-To-Swim (LTS) program operating mid-week and weekends. The Head of Aquatics has overall responsibility for management of aquatics personnel involved in the delivery of these programs. S/he has responsibility for liaising with coaches on the design and implementation of an appropriate schedule to cater for a diverse range of abilities and age-groups. The Head of Aquatics is expected to play an active role in the swim development of students of a wide range of ages and abilities. Additionally, s/he will facilitate the professional development and certification of the PE Staff and Aquatics Team members. Collaboration with staff in the Athletics / CCA office will be necessary. This role is primarily managerial, but could offer time for some coaching.



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#### **Managing and Directing**

- Plan the annual and seasonal training program in a collaborative manner
- Organize home meets and facilitate overseas trips
- Select all swim teams and groupings
- Develop the annual calendar consisting of internal, external and overseas meets
- Provide of assist with professional development for all swim coaching staff
- Coordinate coaching coverage
- Develop and mentor all other coaches within the program

#### **Liaising and Collaborating**

- Athletics & CCA Office and Physical Education Department Heads
- Parents
  - o sharing the structure and schedule of the program
  - o enlisting their assistance to support the staffing and organization of events

#### **Program Philosophy, Design and Implementation**

- Create and implement a swim training plan ensuring that SAIS swim teams are competitive against other school and club teams in the region
- Boost the new swimmer recruitment and retention within the Lions Swim Academy
- Promote the ROAR and Core values at all times

#### **General Administration**

- Coordinate the overall administration of the swim program to include, but not limited to, calendar, meet hosting, meet entries, uniforms, and equipment
- Oversee the maintenance of accurate and current registers and attendance of all Aquatics staff
- Liaise closely with the Lead Swim Coach and the CCA / Athletics Director
- Organize a Parent Support Group to support the program's needs
- Maintain accurate financial and attendance information for all paid sessions using the school's information management system
- Plan and implement pre-season training / camps during school holiday times and at other appropriate times in the calendar

#### **Management**

- Line-manage all coaches, including confirming work schedules and leave entitlements
- Ensure coaches maintain and achieve expected levels of performance through the use of individual skill development plans
- Oversee the quality delivery of the Development and Performance training programs
- Mentor any other personnel required to work within the program
- Assist with the creation of the Aquatics Risk Assessment in conjunction with the Health and Safety Committee
- Lead the hiring process when Aquatics vacancies occur



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#### Coaching

- Coach as required to lead the program balanced with administration and management duties
- Provide professional input for all performance squad training plans
- Ensure that the most current and age-appropriate coaching methods and routines are implemented

#### Squad Administration

- Design and maintain records of training schedules for squads and individuals, providing current information as required, including:
  - Results of ongoing time trials or test sets
  - Team selection for home and away meets
  - Assessment, recording and reporting on squad members / placement

#### Competition Calendar

- Assist in creating the annual calendar of events, including regular club and community-building events, inter-school/club meets, and opportunities to travel overseas
- Attend all meets to support athletes and the swim program
- Represent the SAIS leagues, ACSIS and SEASAC, as necessary

#### Advisory

- Provide swimmers, parents, coaches and teaching staff with information and advice on the latest developments in coaching and training methodology
- Consult with PE staff and Maintenance, as needed

#### Position Requirements

- At least 10 years of experience in working with children in Aquatics
- An appropriate approach to age-group training focusing on technical competence, team-building and long-term success
- Strong organizational and managerial skills
- Excellent verbal and written communication skills
- A strong working knowledge of the Hy-Tek suite of programs (Meet Manager & Team Manager) including experience working with Team Unify and other content management systems
- Experience using electronic timing systems for competitions
- Experience working in a multi-cultural and diverse international school environment
- An understanding of the importance of DEI application
- Demonstrates the Stamford Values – Integrity, Courage, Ingenuity and Compassion

#### Qualifications

- Minimum Bachelor's degree in Education or equivalent
- ACSTA Silver / ASA Level III or equivalent / Bronze/Level II, preferred



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### Contacts

- Other SAIS teaching and non-teaching staff
- Parents and students
- PTA
- Camp Asia
- Singapore Swimming Association
- ACSIS and SEASAC colleagues

### Working Conditions

- Duties performed within a school environment
- Working hours as per swim squad training requirements, normally 6–10am (mornings) 3–7pm (afternoons), Saturday mornings and weekend meets, as scheduled

### Terms of Employment

- Annual Leave: 30 working days
- Medical Benefits: Medical insurance provided, where applicable
- 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

*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.*