



**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	Lead Swimming Coach	Reference: DEC2022CCA
Function/Department	Athletics Department	Location: SAIS
Manager Name & Title	Aquatics Director	
Position Type	Fixed Term	
Position Status	Full Time	

### **Position Objective**

SAIS Lions Swim Academy is seeking a forward-thinking, passionate and committed Lead Swim Coach to assist in the rebuild of the aquatics program. The Lead Swim Coach will be responsible for leading aspects of the competitive swim program and building upon the current ethos. They will identify and contribute to current philosophies and values.

The Lead Swim Coach will work towards an optimal athlete framework, considering the person, the athlete and the performer with sound scientific coaching principles. They must be adaptable to cope with our transient international environment, comfortable to coach Junior and Developmental squads through to Age Group or National level as required.

### **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.**

#### **Individual**

- Lead Development programs
- Assist with Performance training
- Advise on Mini-Squad programs
- Competition organisation
- Manage Academy administration



**Stamford American**  
INTERNATIONAL SCHOOL

**JOB DESCRIPTION**

**Competition Planning, Organising & Delivering**

- Assist in the development and running of an innovative events program, internally and externally.
- Provide opportunities for all Academy swimmers to compete such as club nights, interschool/inter club meets, national and overseas competitions or training camps.
- Attend all school meets as required and support individual athletes at non-school meets.
- Assist in the team entry and selection for swim meets.

**Administration**

- Assist, where necessary, with invoicing training fees, meet fees, equipment/uniform.
- Assist with tracking income and expenditure including creation of PRFs.
- Set up registers and attendance lists including responding to new member referrals.
- Create Team Unify accounts for new members.
- Assist with social media marketing and publicity including the annual School Yearbook.

**Community**

- Be an instigator of “Lion Pride”, offering engaging social opportunities and promoting athletic values.
- Utilize counselors and pastoral care to build great people with athletic values.
- Liaise with parent community on support issues, such as including mental skills, nutrition, strength and conditioning, medical and welfare.
- Maintain communication with parents with training progress
- Assisting to establish relationships with vendors and explore sponsorship opportunities.
- Assist the Aquatics Director in maintaining relationships with key stakeholders such as School Management, Singapore Swimming, SEASAC/ACSIS Swimming and Camp Asia.
- Mentor fellow aquatic colleagues within the swim program.

**Team Collaboration**

- Ensure the pool area is safe, secure and presentable at all times.
- Responsible for pool monitoring equipment maintenance, storage and pool facility upkeep.
- Maintain necessary administrative log records.
- Assist, where necessary, with finances.
- Assist with the support and mentorship of other aquatics staff.



**Stamford American**  
INTERNATIONAL SCHOOL

**JOB DESCRIPTION**

**General**

- To provide any other reasonable duties delegated by the School Management or line manager.

**Position Requirements**

- Preferably FINA Level 2 Coach, or ASCA Level 3 or above, or UKCC Level 2 certified (or International equivalent).
- Minimum 5 years swim coaching experience.
- First Aid / Life Guard Certified.
- Computer literate (confident with Team Unify, Meet Manager, Microsoft Office and Google Suite).
- Confident and responsible in using social media as a tool to promote learning.
- Able to work with children of different age groups.
- Able to multitask and work independently.
- Team player with good interpersonal and communication skills.
- Confidently communicate with International School parents and staff. This will include regular public speaking, daily e-mail communication and an understanding of the International School environment.
- Dynamic and adaptable.
- Demonstrates the Stamford Values: Integrity, Courage, Ingenuity and Compassion.
- Demonstrates the Athletic Values: Resilience, Outstanding Character, Ambition and Respect.

**Qualifications**

- Bachelor's degree

**Contacts**

- Learn-to-Swim Manager
- Assistant Teacher Swim Specialists cum Lifeguards
- Stamford/Lincoln Swim Coaches
- Other Stamford Educational Staff
- Non-Teaching Staff
- Parents and Students
- Parent Teacher Association
- Camp Asia



**Stamford American**  
INTERNATIONAL SCHOOL

## **JOB DESCRIPTION**

<b>Working Conditions</b>
<ul style="list-style-type: none"><li>● School Environment</li><li>● Working hours as per swim squad training requirements, normally 6am – 10am (mornings) 3pm – 7pm (afternoons), Saturday morning (three hours of morning training in line with the needs of the program)</li><li>● Occasional weekend work required to cover competitions</li></ul>
<b>Terms of Employment</b>
<ul style="list-style-type: none"><li>● Medical Benefits: Medical insurance provided where applicable</li><li>● Sick Leave/Hosp: 60 days hospitalization leave, inclusive of 14 days sick leave</li><li>● Annual Leave: 21 days (taken during school holidays)</li><li>● Contract Type: 2 Years</li><li>● Referee request: Required</li><li>● Background Check: Required</li></ul>