

- Attend County and Regional competitions and open meets in line with the planned competition structure.
- Set up and deliver stroke swimming camps during holiday periods
- Build and maintain strong relationships with athletes, parents, South West Swim Region and Dorset County ASA.
- Build and work closely with the school's Director of Swimming, the part-time volunteer club coaches and the Club/School's Swimming Administrator.
- Maintain up to date and appropriate records and work with the Swimming Administrator to ensure all elements of administration in relation to the organisation of training and competitions are organised.
- Comply with Clayesmore School's Health and Safety Policy and Procedures and Swim England's Child Safeguarding policy 'Wavepower'.
- Liaise closely with the Club's Committee to keep the committee up to date on the progress of the swimming programme and athletes. To meet regularly with the Club's Chair, or other committee members as necessary (Welfare Officer, Treasurer, Secretary)

Person Specification

Essential

- Embody the values of Clayesmore
- ASA Level 2 Swimming qualified as a minimum requirement, with an interest in working towards level 3.
- Knowledge and experience of the development, organisation, implementation and co-ordination of competitive swim squads and the development of athletes to ensure all individuals are given the opportunity to maximise their potential.
- Excellent communication skills, including the enabling of other coaches, staff and key partners
- Experience of working within an independent school environment would be preferred.
- Ability to plan and implement training sessions to produce the development of skills and performance to County and Regional level.
- Ability to plan the annual swimming calendar, both in terms of the competition plan and the training plan across all levels of swimmers.
- Able to display and instil strong and inspiring leadership qualities.
- A self-starter to create and implement new ideas in collaboration with the Clubs Committee and the school.
- A personal network of key stakeholders within the swimming community, including the Dorset ASA, South West Region and Swim England.

Contractual Information

- The role will work 7.5 hours per week, the session times are:
 - Monday - 5.20pm to 7.20pm
 - Wednesday - 5.30pm to 6.30pm
 - Thursday - 5.15pm to 7.15pm

In addition there will be one hour administration time and 15 minutes at the start and end of each session.

- Holiday entitlement will be 30 days (pro rata) per year (1 September – 31 August), plus 8 bank holidays. You may be required to work any public holiday when the School is open, for which time off will be given. The School reserves the right to designate up to 5 days per holiday year in order to facilitate School closure
- Benefits include free membership of the Clayesmore Sports Centre, and a non-contributory pension scheme
- Membership of the Clayesmore Society and associated member benefits.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All staff appointed to the school are required to undergo pre-employment vetting, this includes being checked through the Disclosure and Barring Service and are expected to abide by the school's safeguarding / child protection policy.

The swim club abides by Swim England's Wavepower 2016 – 2019: Child safeguarding policy and procedures.

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(Job Holder)

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(Human Resources Manager)

Date:

Date:

Date prepared : **December 2018**
Prepared by : **Clayesmore Swim Club**

Clayesmore School is an Equal Opportunities Employer