MOUNT KELLY
Boarding and Day School
Boys and Girls, Aged 4-18

Performance Swim Coach

Mount Kelly Performance Swim Coaches have a duty of care to all swimmers within the swimming programme, and each has coaching responsibilities for the development and management of specific squads or age groups. The primary focus of the role is to deliver coaching excellence to a specific group to allow swimmers to progress to the next level within the programme; as well as significantly contributing to Mount Kelly's positive swimming reputation in all areas of the coaching and competitive process. All coaches report to and work closely with the Director of Swimming, who is responsible for overseeing the development, direction and management of the swimming programme.

Duties and Responsibilities

Communication

- Be the main point of communication for all swimmers within a specific squad or age group, between swimmers, parents, coaches, school staff, governing bodies etc
- Arrange and attend weekly meetings with the relevant staff to ensure a holistic and coherent approach to swim coaching delivery
- Communicate results and performances to all relevant staff following all events
- Regularly liaise and update the Director of Swimming on progress and matters of importance
- Attend weekly coaching meetings
- Have excellent communication skills, both verbal and written

Coaching

- Be the lead coach within a specific squad or age group swimming sessions, working closely with other members of the coaching team to provide the best coaching provision at all times
- Provide excellence in coaching and training through use of recognised best practice (in line with the British Swimming OADF), using a mix of conventional and creative solutions to improve performance outcomes for swimmers of all levels
- Continually encourage and motivate young aspiring swimmers of all ages and levels of ability that are engaged in the swimming programme
- Assist with the day-to-day wellbeing of swimmers within the programme
- Be responsible for developing strong links with the Mount Kelly Swim Centre, identifying talented swimmers and transitioning to the Mount Kelly programme as appropriate
- Support in the delivery of swimming lessons for all year groups
- Contribute to the coaching provision at all appropriate competitions throughout the season
- Support in the delivery of land-based training sessions in collaboration with Strength & Conditioning staff
- Lead by example in timekeeping, smartness and managing expectations
- Coordinate and manage the movement of swimmers across the site

- Ensure boarding swimmers are supervised during meal times
- Liaise with relevant staff to provide support with break and lunch time duties and contribute to the games/sport provision when possible
- Ensure a consistent stream of young talented swimmers can race competitively for Mount Kelly Swimming at the National Arena League, IAPS Championships and ESSA events

Planning, goal setting, recording and monitoring

- Complete an annual periodisation plan for your training group, liaising with the Director of Swimming, with a specific focus on the County and Regional Championships
- Preparation of annual, weekly and daily session plans which clearly display progression pathways and help to engage swimmers, parents and school staff in the process of planning for swimming improvement
- Utilise and further develop the goal setting system, including process and outcome goals for both training and racing relating to all areas of physiological, technical, tactical and psychological development
- Ensure registers of swimming attendance are kept up to date
- Review and reflect on performances at the end of each six-week training phase sharing results with swimmers, staff and updating parents on progress through the reporting system

Video analysis

- Provide video analysis to swimmers via the Mount Kelly Swimming protocols

To assist in the short, mid and long-term development plans of Mount Kelly Swimming

- Contribute to ideas and initiatives that will help to maintain and improve Mount Kelly Swimming's reputation and track record as a leading swimming programme both nationally and internationally

Competition and training camp logistics

- Contribute to existing training camps by identifying and organising key opportunities for selected training groups and swimmers and be available to coach as either part of a larger coaching team or to deliver individually
- Assist in all aspects of competition logistics which will include, where appropriate, the transportation of swimmers to and from events, liaising with relevant staff and parents on estimated travel times and meal arrangements
- Complete the School omnibus test
- Liaise with the Operations Manager in the planning and booking of accommodation and transport as required

Other Administration responsibilities and duties

- Liaise with the Director of Swimming on daily hours and availability
- Contribute to recruitment, via ideas, initiatives and marketing opportunities
- Contribute to Open Days and swimming assessment sessions as appropriate
- Keep abreast of e-mails and personal administration
- Meet report writing deadlines

- Assist in keeping noticeboards in the Swimming pool, Common Room and the Swimming Performance Centre, fresh and updated regularly

Staff Liaison

- Adopt a responsible approach to building professional relationships whilst liaising and working with all staff associated with the Mount Kelly Swimming programme and the School to ensure continuity of care between the pastoral, swimming performance and academic programmes.

Personal Specification

Skills and Knowledge	• Excellent communication skills, verbal and written • Excellent organisational skills • Ability to take responsibility for tasks, prioritising and scheduling own and others work to ensure deadlines are met • Dynamic coach able to lead by example and motivate, develop, encourage and mentor young age group swimmers • Works well as a member of a team • An effective communicator at all levels and able professionally to promote and represent Mount Kelly • An understanding of, and commitment to, Long Term Athlete Development (LTAD) • Can ensure controlled and measured responses in stressful situations • Sets high standards for self and others and promotes appropriate high levels of performance at all times • Effective time management skills • Competent in the use of IT • An appreciation of standard UK swimming protocols • Experience with data collection
Qualifications/ Experience	• Swim England Level 2 Swimming Coach • Minimum of three years of coaching experience • Current track record of progressing County and Regional swimmers • First Aid qualification an advantage • Full UK driving licence • Primary teaching qualification experience preferred
Other Requirements	• Satisfactorily meeting the School's employment checks: Disclosure and Barring Service (DBS) check, references, qualifications and legal entitlement to work in the UK

The Job Description provides a guide to and general description of the duties and responsibilities of the role and may be amended. It is not exhaustive and the post holder should be willing to undertake any other related tasks, as may be reasonably required.

The post-holder should be aligned with the School's values:

COMPASSION
Empathy Tolerance Kindness

We treat others with compassion; demonstrating empathy, tolerance and kindness in all that we do

COURAGE

Determination Resilience Grit

We act with courage; demonstrating determination, resilience and grit in the face of both opportunity and challenge and always striving to learn through life's journey

HUMILITY

Modesty Gratitude Selflessness

We behave with humility; we are modest in our success, grateful for our blessings and selfless in the way that we share them

RESPECT

Courtesy Service Consideration

We value and respect every person equally; always seeking to serve those around us and treating all with courtesy and consideration

COMMITMENT

Dedication Loyalty Endurance

We demonstrate commitment to our School and to those around us, making the most of opportunities available; we are dedicated, loyal and always endure through to the end

INTEGRITY

Honesty Decency Morality

We value integrity above all; we are honest with ourselves and others, conducting our lives with decency whilst striving for the highest moral standards

Mount Kelly is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post-holder will be engaged in regulated activity with children and has a duty to protect the welfare of children. Child protection training is a statutory requirement in order to provide proper care to vulnerable pupils and be able to implement safe working practices.