

## Position Description

# Squad Swimming Coach

### OVERALL PURPOSE OF THE POSITION

The Squad Swimming Coach is a member of the Barker Sports Department which is inspired at all times by the core Barker values (Commitment, Compassion, Courage, Integrity, and Respect). Each staff member participates in the effective management of the sports program of the School as an integral part of the Barker community. The Squad Swimming Coach is responsible for planning and coaching a variety of squad programs including the following core functions:

- Coaching squads, including attendance at club nights and swim meets
  - Attend and assist with school related swim meets, championships and training sessions as instructed
  - Undertake lifeguard and pool attendant duties when required
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### PRIMARY DUTIES & RESPONSIBILITIES

The primary purpose of this role is to coach junior squads and swimmers through the transition from the learn to swim program to the squad program. This Coach will primarily work with Junior Development. The squad swimming coach will also be required to coach or assist with school groups, senior squads, and intensive programs when needed. This role requires well-developed communication and organisational skills, as well as the ability to teach swimming principles to a variety of skill levels.

#### Key responsibilities include:

- Conducting all squads in an enthusiastic and professional manner
- Maintaining discipline amongst squad members
- Planning and delivering day-to-day training sessions
- Providing input into annual training plans for assigned squads
- Assisting swimmers to develop skills and technique, and continually providing feedback throughout training sessions
- Liaising with parents/guardians regarding their children's development and upcoming events
- Attending regular meetings with other coaching staff to discuss swimmers, future plans for the squads, and other issues that may affect their overall performance
- Attending carnivals as directed, providing swimmers with performance feedback before and after each event

#### School Swimming – Assist with school programs and meets including:

- Junior School and Secondary School swim meets and Championships
- New student orientation
- Time trials
- Coaching of programs
- Administration and coaching support

**Lifeguard / Pool Attendant** – At times this role will include assisting other staff with the daily supervision of the Aquatic Centre including monitoring its use by internal and /or external customers.

### **Administration**

- Use software such as Clipboard to manage attendance and medical information
- Complete all necessary risk management tasks in relation to the Barker Sport Risk Management Plan and School and Industry requirements

### **General**

- By example, set a standard by which your training sessions will operate
- Keep the Head Coach informed of necessary matters pertaining to the program through regular meetings and communication
- Wear appropriate uniform and make sure your personal presentation is in line with the occasion and School guidelines

### **Risk Management and Compliance**

- Report directly to the Head of Barker College via the Child Safety Team on any matters relating to child protection
- Support policy and process within the operations
- Support key staff in the implementation of efficient and effective risk management plans that reflect adherence to legislation, compliance and policy as it relates to the swimming program at the School
- Report any risk in relation to School property or equipment to the Head Coach – Swimming or the Maintenance Department in a timely manner.

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## **SKILLS ESSENTIAL TO THE JOB**

### **Technical:**

- High competency delivering squad programs including development and junior squads
- Proficient in first aid and lifeguarding
- Proficient in learn to swim and transition to squad programs
- Computer literacy

### **Business:**

- Sound understanding of the various programs offered by the Aquatic Centre
- Understand the role of the Aquatic Centre within Barker College

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## **ACCOUNTABILITY**

### **Child Safety**

Barker College has an abiding commitment to the safety, protection and well-being of all children and young people in our care. All staff members will be held accountable for ensuring adherence to the policies of the School, in particular those relating to the safeguarding of children.

### **General**

Breaches to a staff member's responsibilities and/or authority will be managed through the School's Disciplinary Management Procedures. This defined accountability is underpinned by the Barker College Staff Code of Professional Practice, Complaints and Performance Management procedures.

### Work Health and Safety

All staff members will be held accountable for their actions and omissions where it affects their own or another person's workplace safety.

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### SPECIAL CONDITIONS

- Prepared to undertake any additional training to complement the position
  - Flexible working hours including split shifts, after-hours and weekends
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### QUALIFICATIONS

#### Requirements:

- Foundation Coach
  - Current First Aid and Pool Lifeguard qualifications
  - Current Swim Australia or Austswim accreditation – teaching experience:
  - Minimum 2 years of experience teaching/coaching
  - Understanding of swimming performance and training techniques
  - Commitment to service excellence and ability to problem solve
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### ORGANISATION CHART RELATIVE TO POSITION

<b>The Manager's Manager:</b>	<b>The Director of Sport - Operations</b>
<b>The Immediate Manager:</b>	<b>Head Coach - Swimming</b>
<b>This Position:</b>	<b>Squad Swimming Coach</b>

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### APPROVAL

This position description accurately details the primary duties and responsibilities of the **Squad Swimming Coach**

*Approved by the Head of Sport Jun 2025*

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**ACCEPTANCE OF POSITION DESCRIPTION**

Position description accepted by:

**Name of Staff Member:** \_\_\_\_\_

**Signature of Staff Member:** \_\_\_\_\_

**Date:** \_\_\_\_\_