

Position Description

Position	Swim Coach
Award	Educational Services (Schools) General Staff Award 2020
Classification	Instructional Services, Grade 3
Directly reports to	Aquatics Manager – Plenty Campus Head Coach - Swim <i>All professional service positions ultimately report to the Business Manager</i>

This position description summarises the essential responsibilities, activities, qualifications, and skills for this position and may be reviewed or modified by the Principal or their delegate, in response to the strategic direction of the school and the development of skills and knowledge for this position.

Position Summary

The Swim Coach is responsible for developing and implementing training programs that enhance swimmer performance at all skill levels, with a focus on competitive coaching. This role requires expertise in swimming techniques, race strategies, and performance analysis to help athletes achieve their full potential.

The coach works closely with swimmers, providing feedback to refine techniques, improve endurance, and set performance goals. Regular assessments and adjustments to training programs ensure continuous progress in a positive, motivating environment.

This position demands commitment to early morning, evening, and weekend training sessions, including attendance at swim meets and competitions. On-deck coaching, race preparation, and post-race analysis are integral to the role.

The coach must demonstrate drills, lead warm-ups, and occasionally provide in-water instruction, maintaining safety and compliance in an aquatic environment. Success relies on strong leadership, communication skills, and building rapport with athletes and parents, contributing to the School's reputation for competitive swimming excellence.

Key Result Areas

Responsibilities	Performance Outcomes
To promote and enable the Ivanhoe Strategic Vision	The Purpose and Ethos of the Strategic Vision are evident in the observable behaviours and professional practice of all staff at Ivanhoe Grammar School
Provide students with a child-safe environment	A demonstrable and leading understanding of appropriate behaviour and legal obligations relating to child safety. A leader of compliance with the School's Student-Safe Policy and Code of Conduct, and any other policies or procedures relating to child safety

To develop and implement tailored training programs

Swimmers participate in structured, personalised training sessions that align with performance goals.

Swimmers demonstrate improved stroke techniques and mechanics, evidenced by smoother, more efficient movements in the water.

Swimmers achieve faster lap times and consistently set new personal bests in both practice and competition settings.

Increased endurance and fitness levels are visible through swimmers' ability to complete longer sets with consistent performance throughout.

Swimmers can successfully execute race strategies developed in training, including starts, turns, and finishes, as observed during race simulations.

Pool setup and reset tasks, including pool conversion for different lesson types, are completed efficiently, without delays affecting the schedule.

To provide coaching, athlete development, and feedback

Swimmers receive targeted feedback to refine skills, set goals, and develop race strategies.

Swimmers implement feedback and corrections in real time, showing immediate improvements in technique during subsequent training sessions.

Individual swimmer assessments indicate clear progress in skill acquisition, as demonstrated by improved scores in regular performance evaluations.

Swimmers show increased confidence and mental preparedness in competitions, directly attributed to the mental training and race strategy sessions conducted by the coach.

Consistent achievement of or progression towards set performance targets, as documented in training logs and competition results.

To manage and lead training squads

Training squads are effectively managed, ensuring each swimmer is engaged and appropriately challenged.

High levels of swimmer engagement and motivation, reflected in active participation during sessions and willingness to attend additional training opportunities.

	Positive team dynamics, with swimmers demonstrating support and encouragement towards each other during both training and competitive events.
To communicate effectively and engage parents	<p>Communicate effectively via email and in person with swimmers, parents, and guardians regarding progress, training schedules, and upcoming events.</p> <p>Provide regular updates to parents on swimmer development and areas of improvement.</p> <p>Address any concerns from parents professionally and in line with the Swim School's policies.</p> <p>Plan training blocks and schedules, ensuring clear communication with parents and guardians via email.</p>
Other duties as directed by the Principal or Business Manager	<p>Attend various meetings at the invitation of the Principal or Business Manager</p> <p>Engage in projects or other duties as directed by the Principal or Business Manager</p>

Key challenges;

- Build on the School's reputation as a contemporary centre of excellence in education
- Enhance the School's reputation as a leading centre of excellence in competitive swimming,
- Engage key stakeholders and align swimming programs with the School's strategic vision,
- Establish targeted training programs that elevate student athletic performance and contribute to the success of the commercial swim school, Ivanhoe Swim,
- Implement sustainable systems to deliver a distinctive Ivanhoe experience.

Education and experience;

- Current Working with Children Check
- Current First Aid - (HLTAID003/HLTAID011), CPR - (PUAOPE010)
- Experience as a Swim Coach, particularly in a competitive or performance-based environment
- Competitive Strokes certification (mandatory)
- Relevant coaching certifications, such as ASCTA Bronze Level Coach or equivalent (desirable)
- Strong technical knowledge of swimming techniques, training methodologies, and performance analysis
- Demonstrated ability to work with swimmers of varying ages and skill levels
- Experience in, and a working understanding of, OHS risk identification and quality assurance systems

Knowledge and skills;

- Inspires and motivates swimmers, ensuring their development into strong, technically proficient athletes.
- Communicates effectively, fostering clear and concise dialogue.
- Evaluates and reports on students' skill attainment.
- Adheres consistently to OH&S procedures, particularly those related to swim platforms and teaching equipment.

- Demonstrates outstanding interpersonal skills, including the ability to build a strong sense of community.
- Possesses a strong capacity to consult, collaborate, and interact with staff, students, and parents/guardians.
- Competently applies digital technologies to enhance work processes.
- Exhibits a sound understanding of child safety protocols and compliance requirements.

Attributes;

- Demonstrates an unwavering commitment to fostering a positive and energetic environment.
- Exhibits genuine interest, patience, and respect in interactions with both children and peers.
- Possesses the ability to work autonomously while contributing significantly as a collaborative team member.
- Implements an energetic, innovative coaching style.
- Demonstrates suitability for engaging in child-connected work.
- Upholds and actively promotes the ethos and values of Ivanhoe Grammar.
- Displays a proven ability to collaborate effectively towards common goals.
- Demonstrates personal resilience, effectively managing multiple and conflicting demands.

Reporting Relationships

Reports to:	Aquatics Manager – Plenty Campus Head Coach - Swim
Associated Relationships:	Sports and Aquatic Team Leader Swim School and IGS Students Parents and Guardians Aquatics and Sports Team
Team/s:	Members of Academic Staff Professional Services Staff

Additional Information Relating to the Position

Child Safety Commitment

All schools have a moral responsibility for the safety and wellbeing of students. At Ivanhoe Grammar School we take this responsibility very seriously. We are committed to a school culture where protecting children forms a part of our everyday thinking and activity. Protecting students is the responsibility of everyone who is employed at, or is



engaged by, Ivanhoe in child-related work. Detailed information about our commitment to child safety and wellbeing, is set out in our code of conduct, policies and procedures located on our Child Safety page.

Committed to child safety, children's wellbeing and protecting children from abuse, the School requires that all staff comply with the School's Student Safety Code of Conduct, Student Safety Policy, Student Safety Concerns Management Procedure, Health and Safety Policy and Respectful Workplace Behaviour Policy.

All teachers and non-teaching staff working directly with or caring directly for students are required to have a working knowledge and understanding of our Child Safety Code of Conduct, Student Safety Policy and Student Safety Concerns Management Procedure.

Where any staff member breaches any of the School's policies or codes of conduct, the School will take appropriate disciplinary action.

Administrative Staff Commitment

All members of the Administrative Staff team are expected to support each other in achieving operational and strategic goals and work towards the continuous improvement of the School's systems and programs.

Administrative staff must be willing to assist and support other members within the team in accordance with our School's expectations of collegiality and teamwork. The Business Manager or their delegate may assign reasonable duties in addition to those listed in this position description.

Occupational Health and Safety (OHS) Commitment

All School staff are required to take reasonable care for their own health and safety and that of other staff who may be affected by their conduct.

All staff are responsible for:

- Participating in OHS related training
- Reporting OHS hazards and incidents
- Actively participating in the development of risk assessment and or job safety analysis
- Assist with workplace inspections
- Adhere to Ivanhoe Grammar School's OHS policies and procedures

Policies and Procedures

All employees of Ivanhoe Grammar School are expected and required to understand and adhere to all School policies and procedures. It is a condition of employment that all employees participate in all training provided to them regarding policies and procedures in accordance with legislative requirements. A breach of School policy may result in disciplinary action.

Approval

Developed by	Head of People and Culture
Approved by	Business Manager
Approval date	October 2024
Next review date	October 2028

