

Ware Swimming Club

Affiliated to the ASA, ASA East Region & Hertfordshire ASA

Head Coach – Job Description & Person Specification

Job Purpose

To develop and co-ordinate the delivery of a structured swimming programme. The programme design and implementation should accord with LTAD principles and comply with requirements of Swim21 accreditation.

Principal Responsibilities

1. To develop a structured swimming programme for the whole club and to engage and lead all club coaching and teaching staff with respect to its effective delivery.
2. To lead, plan and co-ordinate the activities of all club coaching and teaching staff and to supervise and monitor swimmer progression at all transition levels in consultation with coaching and teaching staff.
3. To ensure that all swimming activities are undertaken in accordance with the club's adopted health and safety systems and procedures, the normal / emergency operating procedures of the pool hirer and the ASA's welfare and child safeguarding policies.
4. To be responsible for the collection and collation of monitoring information relating to levels of swimmer attendance.
5. To assist the club's committee with the ongoing planning of all education, training and personal development for poolside personnel and to ensure that all obligatory training and skills certification is maintained.
6. To ensure that the club meets all Swim21 obligations with respect to athlete development criteria and the development and maintenance of links with local swimming clubs.
7. To assist the club's Swim21 co-ordinator as required with respect to improvement plan reporting and revalidation requirements.
8. To liaise with and report to the club's committee on all relevant aspects of the club activity and to provide the principal link between club officers, volunteers and parents and poolside personnel.
9. To undertake any other related duties that may periodically arise within the scope of this role as determined by and in agreement with the club's committee.

Signatures: Head Coach _____ Date: _____

Chairperson _____ Date: _____

Ware SC Head Coach – Person Specification

	Essential	Desirable
Qualifications:		
UKCC/ASA Level 2 with ASA Licence	P	
SCUK Safeguarding & Protecting Children	P	
SCUK Equity in your Coaching	P	
SCUK How to Coach Disabled People	P	
RunningSport – A Club for All		P
Recognised First Aid Qualification		P
Experience/Knowledge:		
Minimum of 2 years experience of planning and delivering swimming coaching / teaching sessions	P	
Goal/target setting, monitoring and reviewing	P	
Awareness of Health & Safety / Welfare and child safeguarding issues related to swimming	P	
Understanding of the rules and regulations related to competitive swimming	P	
Sound understanding of Swim21 club teaching model	P	
Mentoring and support for coaching / teaching personnel	P	
Skills:		
Strong communicator with well developed interpersonal skills	P	
Inspirational motivator	P	
Excellent planning, organisational, evaluation and analytical skills	P	
IT competence		P
Personal/Other:		
Current CRB check	P	
Willingness to work unsociable hours and to travel (including abroad) in relation to club activities	P	
Evidence of commitment to ongoing personal development		P