

## Job description and person specification

Bede's is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

### Job description

<b>Job Title:</b>	<b>Level 2 Swim Coach</b>
<b>Reporting to:</b>	Swim School Coordinator
<b>Line management responsibility for:</b>	N/A
<b>Main purpose of the role</b>	
<p>To support and Assist the Swim School Coordinator</p> <p><b>Vision and Mission:</b> Inspire each generation with a nationally-recognised programme, world-class facilities and specialist coaches; opportunity, drive and participation are at the heart of what we do. Whether pursuing sport as a career or a hobby, Bede's pupils are encouraged to exceed all expectations, grow in confidence and develop a life-long passion for a healthy, active lifestyle.</p>	

### Main duties and responsibilities:

- 1. Vision** With support from the director of the individual sport. **Vision:** Deliver an overall vision for the trust for a 5 year period with quantifiable targets and actively promote the Team Bede's values.
- 2. Performance:** To support the Senior School Head of Swimming in developing a long-term programme which facilitates team and individual growth, as well enabling local recognition.
- 3. Participation:** To help develop a long-term programme, enhancing participation and delivering high quality coaching across the programme. To promote the sports programme and advantages of overall fitness to all participants.
- 4. Trust wide contribution:** Provide coaching manuals and CPD to wider staff. To ensure pupils wear the appropriate kit and behaviour in the correct manner, promoting Team Bede's ethos and help with the sanctions procedures. To help organise and participate in pre- and post-season tours and training.
- 5. Outreach and recruitment:** To create significant and longstanding links and relationships with appropriate schools and clubs.
- 6. Health & safety:** To support the Head of Swimming with input to all related Risk Assessments, Health and Safety procedures, and other related legal documentation. To comply with all such procedures.
- 7. Finance.** To seek ways to gain revenue To work with the Head of Swimming to utilise the budget efficiently and effectively, including planning for future facilities.
- 8. Development:** Helping discover links with professional local clubs and National Governing Bodies seeking funding and beneficial developments.
- 9. Communication and relations with parents:** To complete detailed reports for participants as well as awards.
- 10. Income generation:** To ensure the Swim School generates Income and meets yearly targets.
- 11. Trust wide contribution:** Contributing to the wider development of the Trust.

## Measures

1. All roles require a level 2 teaching qualification
2. Ensuring the safeguarding of all Bede's students.
3. Ensuring the safety of all those who enter on the poolside.
4. Coordinating staff to meet the needs of the Swim School.
5. Being an active presence in the swimming pool and promoting Bede's as a safe and fun environment.
6. Be a role model, creating a positive and fun environment in which to motivate and encourage people to participate.
7. Ensure safe provision of all equipment and ensure it is used correctly.

## Key Dimensions impacted by the job

- Assisting with development of the individual sport
- High level coaching
- Trust wide contribution
- Helping with revenue streams

## Key Interfaces

- Director of Sport
- Staff at MPH
- Director of the individual sport
- Parents
- Marketing

## Operating Environment and Context of the Role

Bede's has a genuine and unwavering commitment to provide a holistic education that allows children the opportunity to immerse themselves in a wide range of experiences. Our aim is to inspire young people to identify their passions so that they develop the skills, interests and sense of self-worth, which enables them to enter the adult world with the confidence to build positive relationships and achieve in multiple arenas.

We pride ourselves in the outstanding sporting opportunities and facilities we offer all our pupils, both within our elite sports' programme and our wider school offering. We have a fully equipped gymnasium and sports complex, swimming pool and extensive sports pitches which are in use throughout the day, evening and at weekends.

The job holder has a key role to play in ensuring all compliance check in relation to Safeguarding are carried out and that sports facilities users comply with our stringent H&S and Safeguarding procedures.

## Safeguarding

Bede's School complies fully with the DfE Guidance '*Safeguarding Children and Safer recruitment in Education*' and is committed to safeguarding and promoting the welfare of children and young people. The jobholder is expected to share this commitment and comply with all associated internal policies and procedures.

In addition the job holder will ensure that all staff under his/her control and direction (including any peripatetic staff) undertake all required training at the stipulated times to ensure full understanding of and compliance with our Safeguarding Policies and Procedures.

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## Person Specification

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed Application Form and covering letter (A), at interview (I) and in some instances by an exercise (E).

Requirements	Essential / Desirable	Measured by A, I, E
<b>Education, Qualifications and Experience</b>		
To hold either a Coaching/Teaching qualification (Level 2 minimum) or have recognised experience in playing at a high level and/or coaching	E	A
To have a NPLQ qualification	E	A
<b>Knowledge and Skills</b>		
To have extensive knowledge and experience of the sport and participation streams	E	A, I
Computer literate and excellent organisational skills	E	A, I
<b>Personal competencies and qualities</b>		
To have good interpersonal skills whilst being a strong leader and team player	D	A, I
High level of drive and determination to succeed, track record of implementing change	D	I, E
<b>Other Requirements</b>		
The ability to coach in other sporting areas such as Cricket, Football, Hockey, Swimming, Netball (not required for the role but would be an advantage)	D	A, I

### Additional information:

- **This role is on a Casual Basis**
- **Hourly rate is £17.83**