



# ST. JOSEPH'S INSTITUTION INTERNATIONAL

## **Job Description - Head of Swimming**

**Post:** Elementary / High School Head of Swimming

**Starting date:** July 2026, negotiable

**Reporting to:** Head of Sport (High School)

### **Primary Responsibility:**

To provide our student swimmers with a challenging, well-organised, and enjoyable swimming programme (before and after school) that encourages our ES and HS swimmers to develop pool skills and participate in competitive swimming galas and competitions throughout the academic year. To offer Professional Development to our PE staff and assist the IGCSE Swimming, Life-saving and Personal Survival components.

### **Our School Ethos:**

SJI International is a co-educational Lasallian Catholic school in Singapore offering a holistic, values-driven international education to a diverse community of all faiths. Rooted in our mission of character education, we equip students to be compassionate and responsible global citizens guided by the core values of Faith, Service, Community, Excellence, and Respect. We are committed to fostering an environment where students Learn, Inspire, and Serve.

### **Child Safeguarding Statement**

Aligned with the recommendations of the International Taskforce on Child Protection, we hold ourselves to a high standard of effective recruiting practices with specific attention to child protection. We are committed to safeguarding and promoting the welfare of students in its care. As an employer, the school expects all staff and volunteers to share this commitment. All post holders are appointed subject to satisfactory Criminal Records Checks, Social Media Checks, Civil Litigation Checks, Global Sanctions Checks, and Reference Checks with past employers. All long-listed candidates are also required to complete and sign an Information and Declaration Form, which includes a declaration of any previous disciplinary issues or criminal convictions.

### **Primary Responsibility:**

To passionately inspire students with a stimulating, challenging, and enjoyable learning experience, both in and beyond the classroom. This role extends beyond academic instruction to fostering critical thinking, creativity, and a lifelong love of learning, empowering students to thrive holistically and achieve their full potential within the supportive ethos of SJI International, while upholding the highest standards of safeguarding and student well-being.

### **Specific Responsibilities:**

- To lead the development of a business model for a paid-for Learn to Swim weekend programme.
- To be Head Coach and Manager of our ES/HS Swim Teams, with the responsibility of coaching before school and after school sessions on a weekly basis.
- To ensure that Health and Safety measures are followed and the Emergency Action Plan (EAP) and Normal Operating Procedure (NOP) are kept regularly up to date.
- Follow all safeguarding practices in line with SJI International's safeguarding policy.
- To be the lead technical coach on our swim coaching staff and offer technical expertise to the swim team and respective coaches.
- To formulate and organise the annual swim meet calendar for our ES/HS students and teams.
- To organise the registration (MEET MANAGER) process for participation in ACSIS and SSSC competitions.
- To organise a competitive swim programme that supports movement from ES to HS (training sessions and opportunities to compete).
- To take the lead in taking our top competitive swimmers to at least two overseas swim meets per year (link with SJI KL), once opportunities open up after COVID restrictions ease.
- To work with the respective Heads of PE & Sport to develop, plan and deliver (as and when necessary) a swim curriculum that meets the needs of our students and aligns with Teaching & Learning taking place in the PE curriculum.
- To work alongside Heads of PE & Sport to organise and plan and attend all swim galas staged at our school and external to SJII.
- To ensure that equipment/kit is purchased to support our swim programmes.
- Set clear targets for raising achievement for all students.
- Share feedback with students on how to develop goals and targets and to raise the profile of the swim programme in our community.
- Develop resources and materials that our ES/PE staff can utilise to support our students in training sessions and to prepare for events/competitions.

### **Standards and quality assurance:**

- Support the aims and ethos of SJII as a Catholic, Lasallian school.
- Ensure Health and Safety and Safeguarding measures are consistently practised and applied by the swim coaching team.
- Be present at and lead all swim coaching sessions and attend all significant swimming events (unless notice given in advance).
- Keep up to date swimming times/records on all swimmers who will be selected for teams to attend meets.
- To lead in designing and implementing training programmes for swimming squads.
- To ensure that the pool is in safe working order before swimmers enter the premises.
- To conduct at least two Swim holiday programmes per year.
- To provide land-based training for our swimmers if the pool is out of action (for example, if the thunder alarm is activated).
- Set a good example in terms of dress, punctuality and attendance.
- Communicate with parents on the swim programme developments and the organisation of competitions and training in a timely manner.
- Uphold the school's behaviour code and uniform regulations.
- Participate in staff training and annual performance review.
- Attend team and staff meetings (when necessary).

### **Other duties and responsibilities:**

- The Head of Swimming is expected to regularly visit and present in ES/HS assemblies and support events such as the Sports Award evening for students in the High School.
- The Head of Swimming will lead the organisation of Swim Galas and competition meets, including the organisation of staff to cover such events. The staff member is expected to assist in team-teaching and support swimming lessons in both the ES/HS timetable for the pool (where applicable).
- To further raise the profile, participation and enjoyment of sport within SJI International.

### **Additional Requirements:**

- Excellent interpersonal and communication skills with both adults and children.
- At least two years of related 'Head Swim Coach' experience is preferred.
- Lifeguard qualification (school can arrange professional development if Lifeguard qualification has not yet been attained). Alternatively, Valid CPR/ First Aid certificate.

- Swim Coaching qualifications/professional development/experience.