

**Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.**

Position Title	Swimming Coach	Reference: 221109
Function/Department	Sports Department	Location: Hong Kong
Manager Title	Athletic Director	
Position Type	Permanent	
Position Status	Full Time	

## Position Objective

The Swimming Coach position reports to the Athletic Director. The Swimming Coach position is a full-time position with work hours of 7.30 am – 4.30 pm, Monday to Friday. The objective of the position is to promote, develop and improve the overall swimming level of students on the Stamford Swim Team as well as across the school in Physical Education classes and in Co-Curricular Activities.

## Responsibilities

### **Relationships:**

- Developing trusting and effective relationships with students, teachers, and other members of the school community.
- Establishing supportive and positive working relationships with all staff, coaches, and local leagues and competitions in Hong Kong.
- Becoming a positive presence across the whole school and a representative of it within the wider community in Hong Kong and the region.

### **Roles & Responsibilities**

- Teaching swimming techniques, swimming tactics, and water safety rules to students with varying swimming abilities.
- Assisting more experienced swimmers to improve their swimming techniques and abilities.
- Assessing the progress of students and adjusting teaching programs accordingly.
- Monitoring students to prevent accidents and injuries in the swimming pool.
- Implementing safety rules around the swimming pool to always ensure a safe and healthy environment.
- Planning swimming lessons that consider students' abilities and progressive development.
- Ensuring that the swimming pool and locker rooms are kept clean and tidy.
- Help to organize and plan swimming competitions in Hong Kong and around the region.
- Developing a long-term plan for the swim program at Stamford American School Hong Kong.
- Working with PE teachers and outside swim coaches to ensure all lessons are well planned and organized.
- In the event the swimming pool is closed for any reason, help assist around school in a variety of ways, PE lessons, Outdoor Education trips, supervision, and any other areas that the Athletic Director sees fit.
- To provide any other reasonable duties delegated by the School Management.

## Position Requirements

- High School Diploma
- Proven experience working as a swimming instructor or lifeguard.
- CPR and First Aid Trained.
- Sound knowledge of proper swimming techniques and water safety rules.
- Strong swimming ability.
- Outstanding interpersonal and communication skills, with a professional and empathetic approach.
- Successful background working with student athletes and coaches.
- Willingness to be part of a collaborative environment and work closely with colleagues and parents.
- Capacity to meet the physical demands of the role.
- Ability to communicate clearly and effectively, verbally and in writing.
- Positive attitude, flexible approach, and a sense of humor.
- Ability to motivate and encourage students in the swimming pool.

## Qualifications

- At least 3 years' experience teaching swimming to students of all ages.
- Current lifeguard training

## Contacts

- Stamford Teaching and Non-Teaching Staff
- Parents and Students
- Swimming coaches in Hong Kong

## Working Conditions

- School Environment
- Working hours 7.30 am to 4.30pm, Monday to Friday, may be required to work weekends or later in the afternoons, or attend overseas Swimming competitions.

## Terms of Employment

- Medical Benefits: Medical insurance provided where applicable
- Probation Period: 3 months from date of commencement
- Referee request: Required
- Background Check: Required

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## Safeguarding

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Designated Safeguarding Lead or to the Head of School or indeed to the Regional CEO or Safeguarding Manager - Asia so that a referral can be made accordingly to the statutory services.