**Swansea Aquatics**

**Assistant Head Coach**

**Vacancy**

[**www.swansea-aquatics.co.uk**](http://www.swansea-aquatics.co.uk)

**Job Vacancy**

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| **Job Title** | Assistant Head Coach of Swansea Aquatics |
| **Responsible to** | Head Coach |
| **Salary** | £15,543.75 per annum |
| **Hours** | Various – to meet the needs of the Bronze Performance Squad and Assistant Head Coach duties (Approximately 16 hours per week) |
| **How to apply** | CV and covering letter to be sent to emmawilkins79@gmail.com |
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| **Closing Date** | **Monday 5th March 2018** |
| **Interview Date** | Wednesday 7th march 2018 |

City of Swansea Aquatics Club is looking to recruit a professional, enthusiastic and ambitious, qualified Assistant Head Swimming Coach to become an integral part of Swansea Aquatics.

Coaching set hours including some early morning, evening and weekend working you will be responsible for coaching our Bronze Performance Squad and supporting the development of swimmers within the Academy and Development squads. The post holder will also be required to support the Head Coach with administrative duties to ensure the successful running of the Club.

This post also includes attendance at competitions as identified by the Head Coach.

Applicants will need to possess a UKCC Level 2 Coaching qualification or equivalent and have extensive knowledge and experience within the role of a competitive Swimming Coach and show a willingness to work towards a Level 3 Coaching qualification.

The post is exempt from the Rehabilitation of Offenders Act (1974) and is subject to a successful Disclosing and Barring Service (DBS) check.

**Background**

City of Swansea Aquatics Club is a competitive swimming club with the status of a Swim Wales accredited Performance Club.

The Club is aimed around the Long Term Athlete Development (LTAD) and the Athlete Development Support Pathway (ADSP) of all the swimmers within the programme. Our focus is on the development of the swimmers technical ability in a fun swimming environment, with emphasis on skills. The Club competes from Junior to National Level, supporting as many local galas as the competition calendar allows.  We have swimmers on Welsh Skills/ Regional and the National Elite squad. As well as sessions at the Wales National Pool and Penlan Leisure Centre, we also hold sessions at Morriston Leisure Centre and Penyrheol Leisure Centre. The Club has strong links with Swansea City Council, Swim Wales, and British Swimming.

**City of Swansea Aquatics – Job Description & Person Specification**

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| Post Title | Assistant Head Coach |
| Salary | £15,543.75 per annum |
| Hours | Varied (Dependant on squad allocation) – to include some early mornings, evenings and weekends. |
| Location | Multiple venues across the City & County of Swansea |
| Reporting to: | Head Coach of Swansea Aquatics |
| Role description: | The Assistant Head Coach will be involved in the day-to-day implementation of the activities and coaching of the Swansea Aquatics training programme.  They will also be required to liaise and work positively and effectively with the Head Coach and Club Chairman, along with various other Club volunteers / staff as required.  Weekend and after hours work will be required, of which will be outlined in the overall competition and training plan for the Clubs Swimming Programme. |
| Responsible for: | The Planning, Coaching and Evaluating of training sessions for the Performance Programme, based around the Clubs Skills and technique development structure, following the LTAD and ADSP frameworks alongside the Head Coaches Philosophies for coaching swimmers.  To assist in the above for the Academy and Development Sessions where necessary.  Supporting the Head Coach with administrative duties to ensure the effective running of the coaching programme throughout the club. |
| Recommended qualifications: | * ASA / UKCC Level 3 Certificate Swimming Coaching (Minimum Level 2 willingness to work towards level 3). * ASA Teacher / Coach License. * Other Complimentary ASA Qualifications (E.g. Adult & Child, Disability etc). * Evidence of Continuing Professional Development (CPD). |
| Skills Required: | * Ability to communicate with effectively to both swimmers and parents. * Ability to motivate swimmers. * Strong organisational skills including use of a Scheme of work / Session plans / coaching diary at every session. Session plans must be available for the Head Coach to view when requested. * Have good time management to arrive 20 minutes before sessions commence. * To implement an effective pre and post pool routine in conjunction with the Swim Wales and Swansea Aquatics strength and conditioning coach. * Have a strong knowledge of competitive stroke mechanics, techniques and skill acquisition for Swimming. * Have effective teaching and coaching skills. * Be able to work under supervision and independently. * Be able to record, interpret, and give feedback on swimming training and competition data. * Be able to make the training and competition environment enjoyable for the swimmers. * Have good IT Skills. |
| Main Performance duties include, but are not limited to: | * Work with a group of swimmers to help them achieve the aims required by the club programme as designed by the Head Coach. * Provide cover when possible whenever coaches are away from the programme * Ensure all sessions are pre planned, then recorded, and evaluated post session. Session plans to be present at all times during sessions. * Ensure the sessions follow a high skill and technical plan. * Work closely with the local area and clubs with an aim of bringing swimmers into the programme at the correct level. * Keep an up to date register of all swimmers attending each session using the Swim Manager programme. * Attend gala’s and open meet’s that are appropriate to the Performance squads. * Make a note of details of any particular needs of an individual swimmer. * Ensure that you can access emergency contact details for all swimmers in your group. * Use the Swim Manager Programme to record information and use as means of communication with Swimmers. * Abide by all policies and codes as required by the Swansea Aquatics Club Programme. * Ensure that you have access to injury report forms available at all times. * Ensure that all qualifications are renewed and updated as and when required. * Be aware and understand the facility Emergency Action Plan and Normal Operating Procedures (EAP & NOP) * Hold Regular Squad meetings (once per month) as required by the Swansea Aquatics Club Programme. * Follow and promote the ASA Child Protection policy * Carry out any other reasonable activities as discussed with the Head Coach and as required by the Swansea Aquatics Club Programme. * Attend the City of Swansea Aquatics annual general meeting if required. * Attend all City of Swansea Aquatics ran swim meets regardless of swimmer entry. |