

Aquatics Manager & Head Coach - Swimming

Purpose and Outline of the Role

The Aquatics Manager & Head Coach is responsible for developing and overseeing the comprehensive syllabus and curriculum of the Queenwood Learn to Swim (LTS) Program and Squad Program. This role includes coaching within the program, recruiting, and facilitating the professional development of all Squad and LTS Staff. With a strong understanding of school policies and processes, the individual will align the Queenwood Aquatics program with the strategic goals of the Sport Department and the School. The position ensures the provision of a safe, professional, and well organised Aquatics program.

The Aquatics Manager & Head Coach is expected to bring high quality, efficient administrative and organisational skills to develop, deliver, and oversee Operations of the Queenwood Aquatic Centre.

Sport is an integral part of the cocurricular program at Queenwood, developing skills and qualities that equip students for purposeful and fulfilling lives: responsibility, teamwork, interdependence, and leadership, as well as promoting resilience, health, wellbeing, and enjoyment of physical activity.

Reporting Relationships

The Aquatics Manager & Head Coach reports directly to the Director of Sport and ultimately to the School Principal. The Aquatic Manager & Head Coach will work closely with the Head of Sport Operations (7-12), Director of Sport (K-6), Facilities Manager, and the Sport Coordinators.

Employment Basis

This is a permanent full-time position. This role involves significant out of hours involvement across the entire week, including early mornings, evenings and weekends. The role will require regular Saturday work during term time, primarily to support swimming competitions, IGSA water polo and any key Holiday Aquatics program activities. Such are the organisational demands of the role that work through normal school holiday time will be required.

Role Responsibilities

Policy

- Provide recommendations regarding policies and strategic implementation to the Head of Sport Operations (7-12) and the Director of Sport.
- Ensure all coaching staff meet Queenwood School Policy regarding Working with Children checks and compliance.
- Use appropriate software to store data in line with School Privacy policies.

Program Responsibilities

- Ensure the delivery of an appropriate swimming coaching and competition program through effective planning, coaching, leadership, and communication.
- Ensure the primary focus of the program remains on the students at Queenwood and inspire these students through the delivery of an excellent, contemporary, motivating program.
- Organise, register and supervise Queenwood teams at the Annual Balmoral Swim
- Roster an appropriate number of coaches for training and competition and ensure accurate student attendance data.
- Ensure the swimming pool and associated training equipment is safe and appropriate, developing a preventive maintenance plan to maintain high standards.
- Provide recommendations on policies and procedures to the Head of Sport Operations (7-12) and the Director of Sport.
- Develop a strategic plan for the Queenwood Swimming Program in line with the School's Mission and Vision.
- Risk assess and implement safe practices for swimming sessions.
- Implement a swimming induction program for staff and students regarding the safe use of facilities and equipment.
- Work closely with the maintenance department, and contractors regarding the functions of the plant room.
- Manage the swimming budget effectively, adhering to yearly approved totals
- Maintain profitability within the LTS program, working closely with the Director of Sport and COFO, to make sure lesson structures / coach ratios are compliant and cost effective.
- Manage various stakeholder demands on the pool space, ensuring fair and equitable availability between swimming, water polo and curriculum (P-12)
- Design, implement, and continuously improve a comprehensive LTS & Squad curriculum
- Experience developing structured LTS pathways (preschool through to school-age)
- Facilitate and actively assist the School Sports Departments with the Annual School Swimming Carnivals (K-12), including facilitating Carnival Swim Trials.

Administration

- Facilitate the use of Clipboard Software to manage staffing, training timetable, attendance, timesheets and student medical information.
- Assist with the entry of students into Squads, competitions and pathways as necessary. Including selections into the IPSHA and IGSA and swim team and Meet Manger entries
- Facilitate the use of Q Swim software for registration and financial requirements of the Aquatic program.
- Contribute to the Sports Handbook annually, outlining the Queenwood Swimming Program.

- Complete necessary risk management tasks in collaboration with the Head of Sport Operations (7-12).
- Ensure accurate and timely communication with parents and students regarding the Swimming Program and LTS Program.
- Plan, program and deliver well-structured, clearly presented swimming lessons and training sessions that are appropriate to the squad structure and responsive to the abilities, development stages and needs of all students.
- Develop, implement and review the Learn to Swim (LTS) program syllabus, including planning and programming of progressive lesson structures, skill development pathways and assessment benchmarks to ensure a high-quality and consistent teaching program.
- Maintain effective records and data of attendance and achievements of students for School awards and Pockets

Collaborative Management of Aquatics Program

- Oversee suitable coaching programs for all parts of the Queenwood Aquatics program.
- Assist PDHPE staff in developing and delivering the Swimming curriculum for both the Junior and Senior School.
- Work closely with Queenwood coaching staff to develop and plan training policies and programs.

Student Welfare and Development

- Create and implement policies and guidelines that adhere to legislation and safety requirements in relation to Swimming at the School.
- Provide a safe and secure environment for the Swimming and LTS Program.
- Ensure appropriate supervision of swimmers for Duty of Care.
- Develop student experiences through participation in the Swimming program.

Recruitment and Management of Coaches

- Recruit and induct suitably qualified coaches.
- Develop consistent processes and procedures for Swimming and Learn to Swim coaches and ensure adherence / compliance.
- Support and assist coaches in the development of all students in the Aquatics program.
- Seek professional development opportunities for Swimming staff.
- Set a standard for the swimming program through example.
- Keep the Heads of Sport Operations (7-12) and Director of Sport informed of necessary matters pertaining to the Swimming Program through regular meetings and communication.
- Provide opportunities for students to remain involved in the swimming program while partaking in other School opportunities.

- Lead, develop, mentor, and inspire students to have a passion for Cocurricular involvement, focusing on teamwork and sportsmanship.
- Understand the importance of student health and wellbeing and provide appropriate support.
- Encourage high standards of student and staff dress, punctuality, and behaviour.
- Wear appropriate uniform and maintain personal presentation in line with School guidelines.

Communication

- Contribute articles, information, and results to the Marketing Team and the Sports Department for newsletters and online platforms.
- Communicate effectively and timely with students, staff, and parents as appropriate.
- Set clear expectations for Students, staff, and parents in support of the Queenwood and Associations Code of Conduct.
- Communicate effectively with coaching staff regarding standards, timetabling, rosters.

Logistics and Equipment

- Support students at Interschool Swimming Carnivals.
- Maintain, monitor, and stocktake equipment, making recommendations for new equipment as appropriate.
- Ensure all purchase orders are completed in line with Queenwood policies and procedures and that invoices are promptly provided to the Director of Sport.

Relationship Management

- Develop strong, professional relationships with staff, students, and parents.
- Notify the Director of Sport of any major issues that arise.
- Ensure planning processes meet the needs of the Swimming program.
- Contribute to decision-making processes in support of the School.
- Embrace teamwork and respect the value of professionals working towards a shared vision.

Risk Management

- Report directly to the Principal on any matters relating to child protection.
- Support policy and process within operations.
- Assist in completing risk assessments for swimming and water polo venues.
- Support key staff in implementing effective risk management plans.
- Report any risk related to School property or equipment to the Director of Sport and maintenance in a timely manner.

Other Duties

- Undertake any other reasonable duties assigned by the Principal, Deputy Principal, and Director of Sport.

Qualifications and Experience

- Current NSW Working with Children Check.
- Accredited Swimming Coach - Advanced Coach (desirable)
- Pool Lifeguard Certificate or willingness to obtain.
- 5+ years successful experience within LTS and coaching.
- Current First Aid Certificate.
- Experience in developing and/or reviewing policies and procedures.
- Knowledge of aquatic centre maintenance and operating requirements – desired.
- Management and leadership experience
- High level of communication
- Practical experience and a good understanding of competency-based development programs.
- Strong management and co-ordination skills.
- Willingness to support the ethos and values of the School and within this, leading by example.
- Demonstrated commitment to ongoing professional development.
- Ability to demonstrate professional conduct

Key Competencies

- Demonstrated knowledge and skills of exceptional customer service and communication.
- Excellent administration and IT skills demonstrated across MS Office, website, online portal, database, student management systems, Q swim software, and competition software.
- Advanced management and leadership skills that engages and motivates staff and students (k-12) with experience in leading a team of people.
- High level of accuracy, attention to detail and ability to manage multiple projects and meeting deadlines.
- Experience in coaching, knowledge of and management of swimming and aquatic programs.
- Strong understanding of the physical, mental and emotional development of young people.
- Ability to work both collaboratively and independently and to identify, pursue and develop new opportunities.

Personal Attributes

- Strong commitment to the development of physical activity in girls, and a view of swimming as an avenue to increased physical activity.

- A sensitive, diplomatic, firm, and confident approach in dealing with all stakeholders in Queenwood sport.
- Excellent communication skills and the ability to respond flexibly, calmly, and authoritatively in unplanned, high pressure and complex situations.
- High level organisational, planning skills and attention to detail.
- Outstanding work ethic.
- Initiative, perseverance, reliability, and responsibility.
- Ability and willingness to evaluate and critically reflect upon own professional practice.
- Ability and willingness to contribute positively to the wider life of the School and local community.

Concluding Remarks

This position description is intended to give an indication of the scope and nature of work that an employee at this level may be expected to perform. However, the statement does not restrict the employer's right to require the employee to perform any task that is within the employee's competency and skill that is reasonable incidental to or associated with the position held.

Work, Health and Safety

The School is committed to providing a healthy and safe workplace for everyone. All staff have a responsibility to take reasonable care for their own safety and that of everyone else at school or involved in school activities. As such, you must comply with reasonable Workplace Health and Safety instructions, policies and procedures, including the provision of care to students within the scope of your role. You will also participate in school safety, such as by completing risk assessments, addressing hazards and reporting safety incidents.

Applications

Please email applications and/or send enquiries to: employment@queenwood.nsw.edu.au

Applications should include:

- Your WWC number
- Resume & cover letter addressing the criteria / position requirements
- Queenwood Non-Teaching Staff Application Form: [Employment Form \(Non-Teaching\)](#)
- Your email address
- Names and phone numbers of three confidential referees

The successful applicant must be legally permitted to work in Australia and hold a valid working with children clearance in NSW.

Applications will be reviewed as they are received, and interviews may be scheduled at any time during the recruitment process. Queenwood reserves the right to close applications and/or withdraw the advertisement at any stage should a suitable candidate be identified.

Statement of Commitment to Child Safety and Wellbeing

Queenwood is dedicated to creating a safe and child-friendly environment for all children and young people in our care. We emphasise a zero-tolerance policy for child abuse and harm, prioritising the best interests of students and their safety. The School is fully committed to complying with child protection laws and regulations, and we aim to foster a child-safe culture. Every member of the school community is responsible for ensuring the wellbeing and safety of all students, with a focus on keeping students' safety paramount in all their actions and decisions.

Please note that as part of our recruitment process, all prospective candidates are subject to rigorous background, qualification and employment checks, including the verification of references.