



## **Level 3 Head Age Group Coach City of Oxford Swimming Club**

### **Job Description:**

The club is looking for a Level 3 coach to support the current timetable across three pools in Oxford. As head age group coach you will support the full time coaching across the City of Oxford Swimming Club and will be responsible for the development of age group swimmers.

There is opportunity for working alongside senior coaching staff to ensure your future development.

**Qualifications:** As a minimum ASA level 3 coach. Also essential is National Pool Lifeguard Qualification – the successful candidate will be expected to obtain this if not already achieved. Full driving licence and car owner is preferred as it is necessary to get across the city to the different training sites.

**Salary:** Starting salary £23,000 - £ 25,000 pa.

**Hours:** This is a full time position.

**Contract duration:** Offered as a fixed term contract for one year, commencing September 2017 until the end of the swimming season (August 2018) but subject to review and extension.

### **Key Tasks**

You are responsible through the head coach to the chair of the City of Oxford Swimming Club for:

- the management, development and delivery of coaching services for age group swimmers (11-15 years);
- assisting the head coach in delivering a high standard of swimming coaching to the club;
- assisting in maintaining the club's Swim 21 Essential accreditation;
- supporting the senior coaching team in the selection and management of swimmers for team competitions;
- advising, together with the head coach, the club committee on all matters of swimming coaching;
- observing health and safety, equal opportunities and anti-discrimination across all squads;
- working with the head coach and the club committee to maximise income potential for the club;
- adhering to all aspects of Swim England's Wavepower policy document;
- attending weekly coaches' meetings; and
- attending competitions.

## Detailed Tasks

### Delivery of swimming coaching

- Leading coaching for age group swimmers as directed by the head coach;
- Setting an appropriate competition plan for age group swimmers and performing the role of lead coach for these swimmers at these competitions;
- Providing support and help developing junior coaching staff involved with age group swimming (11-15 years);
- Liaise with the academy coach regarding the progression of swimmers through the academy into the age group programme;
- Providing coaching support for other competitions as agreed with the head coach;
- Coordinating the activities of the age group swimmers including, annual planning, individual feedback and target setting, continual monitoring of development, and attendance at competitions;
- Ensuring swimmer development plans are in place and these are aligned with appropriate progression;
- Ensure that session registers are completed on Swim Manager;
- Assisting the head coach in ensuring that all squads' sessions are covered by a suitable coach. This includes those occasions when taking holiday or absent from the poolside at competitions;
- Liaising with the head coach on matters of policy and discipline as necessary;
- Any reasonable duties as might, from time to time, be requested by the head coach;
- If required, to attend either domestic or overseas training camps.

### Competition Responsibilities

You are expected to attend competitions, which could include, but is not limited to, the following:

- National Arena League;
- COSC level 3 meets;
- COSC Club Championships;
- ONB County Championships;
- Swim England South East Championships;
- Open Meets, as designated by the head coach;
- Summer Nationals;
- Milton Keynes Junior League.

### Health and Safety, Equal Opportunity and Anti-Discrimination Legislation

- Ensure all applicable Swim 21 requirements are fully incorporated in the running of all poolside activities, land training and competitions.
- Ensure the welfare officer is made aware of any accidents or incidents the might occur during a training session.
- Ensure compliance with all equal opportunities and anti-discrimination legislation.

### Other Relevant Matters

- National Pool Lifeguard Qualification is required for this post.
- Responsible for liaison with Fusion-led coaching squads.
- All coaches are expected to represent and promote the interests of the City of Oxford Swimming Club.
- All coaches are expected to promote swimming throughout Oxford and the role the City of Oxford Swimming Club plays.

**An Enhanced Disclosure and Barring Service check will be carried out on successful candidate.**