



**Rising Stars Pathway Coach
City of Oxford Swimming Club**

Closing date: 21st July 2026

Job Description:

The City of Oxford Swimming Club, based in Oxford, is looking for a Level 1 coach or Level 2 Swimming Teacher prepared to work towards L1/Assistant Coach Certificate to support our growing Rising Stars (Academy) program.

This is an exciting opportunity to become involved with and develop our youngest City of Oxford swimmers, who are just beginning their journey into competitive swimming.

Rising Stars are made up of four squads: Bronze, Silver, Gold and Platinum, ranging from 7 to 11 years old. Platinum are the highest level squad who compete in level 4 and level 3 meets and aim for County participation whilst still working on stroke efficiency and skill development as they transition into the Age Group pathway.

The successful candidate will deliver a high standard of teaching and coaching to the Rising Stars Platinum Squad, in line with Head of Rising Stars and the Head Coach's vision and Long-Term Athlete Development Plan.

Session plans are written by the Head of Rising Stars but there is room for individual input and creativity. Great communication skills, positive energy and an enthusiasm for coaching the individual as well as the group are essential. A robust sense of humour is a bonus!

Qualifications:

Applications are welcome from individuals holding the following qualifications

- Swim England Assistant Coach (Level 1)
- SEQ Level 2 in Teaching Swimming. Holders of this qualification must be willing to work towards the Swim England Assistant Coach (Level 1) award to support coaching delivery within a competitive squad environment.
- A National Pool Lifeguard Qualification (NPLQ) is desirable.

Person Specifications:

Essential

- Reliability and punctuality
- Good communication skills
- Team player
- Passion for developing young swimmers
- Willingness to learn, receive feedback and continually develop as a coach

Desirable

- Competitive swimming experience
- Previous coaching experience
- Knowledge of Long-Term Athlete Development (LTAD) principles

- Meet coaching experience

Salary: Competitive, dependent on qualifications and experience.

Hours: This is a part-time position, initially thought to be up to 8 hours/week. The role may require attendance at training or competitions on weekends.

Contract duration: Initially offered as a fixed term contract for one year but subject to review and extension.

Key responsibilities

You will be reporting to the Head of Rising Stars, Head Coach and the Executive Committee of the City of Oxford Swimming Club. Key responsibilities include:

- Delivery of sessions for the Rising Stars Platinum squad alongside Head of Rising Stars.
- Promote a positive, inclusive and motivating training environment
- Support the technical, physical and personal development of swimmers and their progression through the pathway.
- Support the wider delivery of the Rising Stars program and potentially transition to the Age pathway where required.
- Assist with land training.
- Record swimmers' attendance.
- Encourage swimmers to enter competitions and advise swimmers what events to enter.
- Support swimmers at competitions as required, helping deliver a positive competition environment.

Administrative Responsibilities

- Build positive relationships with parents and communicate professionally, referring more complex matters to the Head of Rising Stars or Head Coach where appropriate.

Health & Safety, Safeguarding, Equal Opportunity and Anti-Discrimination

- Wavepower compliance: Uphold all requirements of Swim England's Wavepower safeguarding policy, ensuring the safety and wellbeing of every swimmer during training and competition in line with Swim Mark.
- Operational safety: Follow the facility's Normal Operating Procedures (NOP) and Emergency Action Plans (EAP) at all times, including safe supervision ratios, emergency response, and equipment use.
- Safe session delivery: Ensure all poolside and land-based activities are delivered safely, with appropriate warm-ups, cool-downs, and risk-aware coaching practices.
- Incident reporting: Report any accidents, injuries, near misses, or safeguarding concerns immediately to the Welfare Officer, Head of Rising Stars, or Head Coach, following club and Swim England procedures.

- Equality and inclusion: Promote an inclusive training environment and comply fully with Equal Opportunities, Anti-Discrimination, and Safeguarding legislation, ensuring all swimmers are treated fairly and respectfully.
- Duty of care: Maintain a professional duty of care to all swimmers, ensuring behaviour, communication, and coaching practice reflect Swim England's Codes of Conduct.
- Safe equipment use: Check that all equipment used in sessions is safe, appropriate, and correctly set up, and report any defects or hazards promptly.

Continuous Professional Development

Coaches must attend regular staff training and CPD sessions to maintain high-quality and reflective coaching practice.

- Maintain valid qualifications: All coaching, safeguarding, other qualifications and memberships must be kept current.
- Wavepower updates: Coaches must complete mandatory safeguarding training and refreshers in line with Swim England's Wavepower policy.

Other Relevant Matters

All coaches are expected to represent and promote the interests and values of the City of Oxford Swimming Club.

An Enhanced Disclosure and Barring Service checks will be carried out on the successful candidate. Candidates will have to prove their right to work in the UK.

How to apply

Please email your CV and cover letter outlining your interest in the role to COSC Secretary at secretary@oxfordswim.com

Candidates invited for interview will be required to provide names and contact details of two professional referees.

Informal enquiries from individuals interested in working with the Club are also encouraged.