



Stamford American
INTERNATIONAL SCHOOL

JOB DESCRIPTION

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	Assistant Swim Coach, Athletics & CCA	Reference: JAN2025CCA
Function/Department	Athletics & CCA	Location: Stamford Woodleigh Campus
Manager Title	Head of Aquatic	
Position Type	Fixed Term	
Position Status	Full Time	

Position Objectives

The SAIS Aquatics Team is currently seeking a dedicated and forward-thinking Assistant Swim Coach to join our team of coaches. As the Assistant Swim Coach, your primary responsibilities will involve assisting in the delivery of our competitive swim program and coordinating associated activities. You will play a pivotal role in coaching swimmers at both developmental and performance levels. The ideal candidate will possess adaptability and dynamism to thrive in our ever-changing and growing swim program.

Responsibilities

The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the relevant Cognita Safeguarding and 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, they must report any concerns to the School's Designated Safeguarding Lead, Head of School, or to the Cognita Regional Safeguarding Manager.

Main Responsibilities:

- Assist in planning and conducting training sessions for swimmers of different age groups and skill levels to enhance their performance and technique.
- Implement skill progressions based on individual swimmer's abilities to ensure continuous improvement and development.
- Contribute to the successful progression of student-athletes in achieving their swimming goals and participating in competitions.
- Collaborate with the aquatics team to achieve shared objectives and maintain effective communication within the team.
- Manage inquiries, squad allocations, and graduations efficiently to ensure smooth operations and student-athlete satisfaction.
- Support the recruitment of volunteers for team management and swim meet organization to facilitate successful events.
- Assist the Aquatic Director in coordinating and scheduling aquatic events, demonstrating dedication to the program's success.
- Attend and support student-athletes at aquatic events, fostering a positive and motivating environment.
- Promote the school's aquatics journey and philosophy to swimmers, parents, and the school community.



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Pool Safety and Management

- Ensure the safety of students by maintaining constant poolside surveillance, promptly responding to emergencies, and taking appropriate actions to secure their well-being.
- Enforce pool rules in alignment with the school's policies to create a safe and disciplined aquatic environment for all participants.
- Oversee the booking and maintenance of facilities, ensuring equipment is properly stored and well managed.
- Prepare the swimming pools in advance, ensuring safety measures are in place and necessary resources are available and in good condition.
- Maintain accurate and up-to-date reports, administration logs, and completion of required checks.
- Collaborate with the team to review and update Health and Safety procedures, including the Risk Assessment for Lincoln and Stamford Pools.

Position Requirements

- At least 2 years of swim coaching experience
- Lifeguarding experience in pool environment
- Ability to work collaboratively in a team environment
- Interpersonal skills and ability to relate confidently to parents and students
- Computer literate (Microsoft & google applications,, Apple OS)
- Experience with Hytek, Team Unify or other meet software, desirable
- Demonstrates the Stamford Values – Courage, Ingenuity, Compassion, Integrity

Qualifications

- Degree or Diploma
- UKCC Level 2 Swim Coach or International Governing Body Equivalent
- Current Lifeguard Qualification required or ability to achieve prior to commencement of role

Contacts

- All Stamford teaching staff and non-teaching staff (Coaching, academic and administrative)
- All Aquatics staff
- Parents and Students
- Parent Teacher Association
- ACSIS/SEASAC and Singapore Swimming Associations
- PE Departments
- Reports to Head of Aquatic

Working Conditions

- School Environment
- Split-shift work schedule
- Working Hours to meet the needs of the program. Example hours may include:
 - Early morning and afternoon coaching, exclusive of planning and administrative tasks
 - 5:30am-8:30am Coaching Tuesday, Thursday, Friday
 - 2:30pm-6:30pm Coaching Monday-Friday
- Attendance at weekend competitions may be required



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Terms of Employment

- Annual Leave 21 working days (taken during school holidays, preferred)
- Medical Benefits: Medical insurance provided where applicable
- Sick Leave/Hosp: 60 days hospitalization leave including 14 days sick leave
- Probation Period: 3 months from date of commencement
- Referee request: Required
- Background Check: Required
- Certification: Maintenance of lifeguard qualification & training updates

SAIS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Pre-employment background checks are mandatory and appointments are strictly subject to confirmation that all reference and background checks are completed to the satisfaction of Cognita, SAIS' holding organization.

We are an equal opportunity employer and disallow discrimination of age, ethnic origin, nationality, gender, religion, sexual orientation, family status, pregnancy, marital status, medical or mental health history, physical characteristics or disability. We welcome applications from all qualified candidates.

We regret that only shortlisted candidates will be notified.