



**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	Head of Aquatics	Reference: NOV2024CCA
Function/Department	Athletics & CCA	Location: Stamford
Manager Name and Title	Athletics & CCA Director	
Position Type	Fixed Term - 1 Year Employment Contract, renewable on mutual agreement	
Position Status	Full Time	

### Position Objective

SAIS seeks a visionary Head of Aquatics to lead its competitive swim program and oversee the entire SAIS Swim Program. This dynamic role requires collaboration with the CCA/Athletic Director and PE Department Heads to integrate the swim program seamlessly with SAIS's broader sports and academic initiatives. The Head of Aquatics is responsible for the strategic planning, delivery, and management of all aquatic activities.

SAIS features two 8-lane competition pools equipped with a state-of-the-art electronic timing system. The school's established and successful swim programs include both competitive swimming and a large Learn-To-Swim (LTS) program running throughout the week and on weekends. The Head of Aquatics will manage all aquatics personnel, ensuring effective coordination and a comprehensive schedule that supports diverse age groups and skill levels. This leader will actively contribute to developing students' swimming skills across a wide age and ability range, while also advancing the professional development and certification of the Aquatics Team and PE staff.

In this primarily managerial role, the Head of Aquatics will also engage in direct coaching and collaborate with Athletics/CCA office staff to drive the program's success.

### 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.**

#### Program Management

- Develop and implement annual and seasonal training plans, including regular home meets and overseas competitions.
- Structure teams and groups, creating an annual calendar for internal, external, and overseas meets.



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- Coordinate professional development and mentorship for all coaching staff.

### **Collaboration and Communication**

- Liaise with Athletics & CCA Office, PE Department Heads, and parents to align on program structure, scheduling, and staffing for events.

### **Program Design and Philosophy**

- Design a competitive training plan for SAIS swim teams and lead recruitment and retention for the Lions Swim Academy.
- Promote the school's ROAR and Core values across all activities.

### **Administration and Operations**

- Oversee all program administration, including calendar, social media, department email, meet logistics, uniforms, equipment, and financial records.
- Maintain accurate attendance records and manage the Parent Support Group for event assistance.
- Plan and implement pre-season training camps and other appropriate sessions.

### **Staff and Coach Management**

- Manage coaching schedules, leave, and performance, ensuring quality in Development and Performance programs.
- Coordinate Aquatics Risk Assessment with the Health and Safety Committee.
- Lead hiring and onboarding of new staff.
- Lead and inspire aquatics staff in best coaching practices, regular meetings, goal setting, and PD opportunities.

### **Coaching**

- Balance leadership duties with coaching, focusing on performance squads and implementing age-appropriate coaching methods.

### **Squad and Training Administration**

- Maintain training schedules, performance records, and assessment results for all squads and athletes.
- Manage team selections and ensure timely reporting of progress and placements.

### **Competition and Events**

- Develop and maintain the competition calendar, including club events, inter-school meets, and overseas travel.
- Attend meets to support athletes and represent SAIS in the ACSIS and SEASAC leagues.



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### Advisory and Consultation

- Provide guidance to swimmers, parents, coaches, and staff on training methodologies, consulting with PE and Maintenance as needed.

### Position Requirements

- Extensive Aquatics Experience:** Minimum of 10 years working in aquatics, specifically with children across various age groups, emphasizing technical development, team-building, and long-term athlete progression.
- Expertise in Age-Group Training:** Skilled in designing age-appropriate training plans that build technical competence, foster team cohesion, and support sustainable success.
- Leadership and Organizational Skills:** Proven ability to manage complex programs, coordinate events, and mentor a team effectively.
- Communication Skills:** Exceptional verbal and written communication abilities to engage with diverse stakeholders, including students, parents, and colleagues.
- Technical Proficiency:** Strong working knowledge of the Hy-Tek suite (Meet Manager & Team Manager), Team Unify, and other content management systems, with experience in electronic timing systems for competitive events.
- Cultural Competence:** Experience working in multicultural and international school environments, with a strong understanding of and commitment to DEI (Diversity, Equity, and Inclusion) practices.
- Alignment with Core Values:** Demonstrates Stamford's core values—Integrity, Courage, Ingenuity, and Compassion—in all interactions and responsibilities.

### Qualifications

- Bachelor's degree in Education or equivalent
- ACSTA Silver / ASA Level III or equivalent / Bronze/Level II, preferred

### Contacts

- Other SAIS teaching and non-teaching staff
- Parents and students
- PTA
- Camp Asia
- Singapore Swimming Association
- ACSIS and SEASAC colleagues

### Working Conditions

- Duties performed within a school environment
- Working hours as per swim squad training requirements, normally 6–10am (mornings) 3–7pm (afternoons), Saturday mornings and weekend meets, as scheduled



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### Terms of Employment

- Annual Leave: 25 working days
- 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

Stamford American International School 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, Stamford's parent 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.

Please note that only shortlisted candidates will be notified.

Commented [1]: @madhuchhanda.syam@sais.edu.sg  
we will need to discuss contract type- this is a Head position so I expect similar to Jane and Milla this would be a year-round contract.  
Assigned to madhuchhanda.syam@sais.edu.sg\_