



Position Description

Assistant Swimming Coach

Roseville College is an established, respected independent day school for girls in Preparatory to Year 12, centrally located in Roseville on Sydney's North Shore since 1908. Ours is a learning community where girls and staff are truly known, and where every individual is valued. Our vision, to raise future-ready women who lead proficiently with strong character, is underpinned by the Christian faith.

The Roseville College staff comprises visionaries, innovators, pioneers and co-learners, who appreciate this as a meaningful, inspiring and progressive workplace where they are enriched, equipped and empowered for a fulfilling career and to make a positive impact on student generations.

Broad objective

Roseville College is seeking an enthusiastic and passionate Assistant Swimming Coach to join our team within our new state-of-the-art facilities. In this role, you will be responsible for designing and delivering sessions focused on stroke correction and skills development for our senior pathways, while providing support and assistance to the Head of Swimming to ensure the success of the overall program.

As the Roseville College Swimming program grows, this role is currently offered in a casual capacity with approximately 30 hours of rostered work per week. Swimming coaches may be required to work early mornings, during school hours, evenings and weekends.

Key relationships

Principal

Deputy Principal

Director of Co-Curricular

Head of Swimming and Pool Operations

Reports to

Head of Swimming and Pool Operations

Direct reports

Nil



Assistant Swimming Coach

Key responsibilities

- Planning and preparing of sessions for short and long-term swimmer development in accordance with the Roseville College Swimming program manuals and guidance of the Head of Swimming.
- Assist in all levels of the swimming program as needed by the Head of Swimming.
- Deliver technically appropriate sessions that run on time and involve all participants enrolled in the program.
- Facilitating the skill development of swimmers with a range of skill levels to achieve performance outcomes.
- Tailor the learning experience to meet the individual needs of each student.
- Monitor attendance of all levels of squads, whilst providing feedback to parents on their children's progress and development when required.
- Keep abreast of changing rules, techniques, technologies, and philosophies relevant to swimming.
- When required attend school carnivals, including IGSA and/or IPSHA, and external swimming club meets.
- Support Roseville College Swimming activities, including holiday camps and relay organisation.
- Set up and pack up equipment required to deliver sessions.
- Provide a safe and encouraging environment for all students.
- Attend and actively participate in staff training sessions.
- Undertake lifeguard and pool attendant duties for both squad programs and PDHPE lessons as required.
- Perform water rescues where required, in accordance with your lifeguard training and be prepared to enter the water at anytime if required.
- Maintain positive interactions with students, parents / guardians, and fellow staff.
- Timely completion of all Aquatic Centre daily operations task checklists, inspections and facility walkthroughs. Including backwashes and other optional requirements.
- Liaise with key pool and aquatic plant contractors as required.
- Respond to emergencies in accordance with your training.

Qualifications and Experience

- Current Swimming Australia Coaching License. Minimum Development Coach accreditation or equivalent.
- Current member of the Australian Swimming Coaches and Teachers Association (ASCTA)
- Current NSW Working with Children Certificate.
- Current First Aid and CPR certification
- Current Pool Lifeguard qualification or willingness to obtain.
- Minimum 2 years of experience as a competitive squad coach including at Metropolitan and State level, highly desirable.
- Elite level experience as a swimming competitor, highly desirable.
- Knowledge of aquatic centre maintenance and operating requirements or willingness to obtain.
- Implementation of technical stroke correction and teaching proficiency within a structured swimming program from Learn to Swim to competitive squads.
- Development and implementation of a holistic swimming program with swimmers of variable age and level.



Assistant Swimming Coach

Child Safety

- Uphold the highest standard of child safety culture and awareness.
- Report all concerns regarding the safety of our students to the Principal or their delegate, in accordance with the College's child protection policies.
- Develop and maintain a thorough understanding of child protection obligations by reviewing the College's child protection policies and completing mandatory induction and ongoing training.

Risk and Compliance

- Adhere to the College's policies and procedures, importantly the Critical Incident Management Plan, Work Health and Safety (WH&S), code of conduct, child safety and emergency response practices.
- Consistently uphold Roseville College's values and comply with all school policies and procedures.

Additional responsibilities

- Fulfil the requirements of this position description and all other duties as reasonably required from time to time.
- Any other ad hoc requests per the needs of the College or at the request of the Principal or delegates.

Essential attributes

- Actively supportive of the Christian mission and values of the College.
- Demonstrates a strong commitment to promoting girls' sports, especially swimming and water safety.
- Open to giving and receiving constructive feedback, with a focus on continuous improvement.
- Maintain clarity, calmness, and effectiveness in high-pressure situations.
- Demonstrated integrity, commitment and ability in a similar role.
- Approachable with exceptional interpersonal & communication skills.
- Collegial and collaborative with the ability to work well in a team.
- Creative and solution-focused thinker.
- Creates and maintains a positive environment.