



JOB DESCRIPTION

Job Title:	Swimming Coach
Hours:	Part Time
Status:	Permanent

Responsible to:

Job Purpose:

The School Swimming Coach is responsible for planning, delivering, and supervising swimming lessons, training sessions, performance development sessions, swimming galas, and morning activity sessions for pupils of varying ages and abilities. The role focuses on developing swimming skills, water confidence, fitness, and competitive performance while ensuring the highest standards of safety, safeguarding, and student wellbeing. The coach will support pupils in achieving their individual and team goals, prepare swimmers for competitions and galas, and promote a positive, inclusive, and engaging swimming environment.

Main Duties:

Coaching and Instruction

- Plan and deliver engaging swimming lessons and coaching sessions for individuals and groups.
- Teach and develop swimming techniques across all strokes.
- Assess swimmers' abilities and create development plans to support progression.
- Prepare swimmers for school competitions, galas, and external events.
- Provide constructive feedback to help pupils improve their performance and confidence.
- Promote good sportsmanship, teamwork, and a positive attitude towards swimming.

Safety and Welfare

- Ensure all coaching activities are conducted in accordance with health and safety regulations.
- Maintain a safe and supervised swimming environment at all times.
- Follow school safeguarding and child protection policies.
- Conduct risk assessments where required and report safety concerns promptly.
- Administer emergency procedures and first aid where appropriately qualified.

Programme Administration

- Maintain accurate records of attendance, progress, and performance.
- Assist with organising swimming fixtures, competitions, and events.
- Communicate regularly with parents, pupils, and school staff regarding progress and activities.
- Support the management and care of swimming equipment and facilities.

Team and School Contribution

- Work collaboratively with PE staff and other coaches.
- Support wider school sports programmes and extracurricular activities.
- Attend relevant meetings, training, and professional development opportunities.
- Act as a positive ambassador for the school at all times.

Person Specification

Essential Qualifications

- Nationally recognised Swimming Coach Qualification (e.g., ASA/Swim England Level 1 or Level 2 Coaching Qualification or equivalent).
- Current Safeguarding Children certification.
- Current First Aid certification.
- Enhanced DBS check (or willingness to obtain).

Essential Skills and Experience

- Experience coaching children and young people.
- Strong knowledge of swimming techniques and training methods.
- Excellent communication and motivational skills.
- Ability to manage groups effectively and maintain discipline.
- Strong organisational and planning skills.
- Commitment to safeguarding and promoting pupil welfare.

Desirable Skills and Experience

- Experience coaching competitive swimmers.
- Lifeguard qualification.
- Experience working in a school environment.
- Knowledge of inclusive coaching practices and supporting swimmers with additional needs.

Personal Attributes

- Enthusiastic and energetic.
- Patient and encouraging.
- Reliable and professional.
- Strong role model for young people.
- Committed to continuous professional development.

Child Protection and Safeguarding

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred.

This means that they should consider, at all times, what is in the best interests of the child (KCSiE 2026).

You must comply with the Queen's College Child Protection and Safeguarding Policy and Procedures and the requirement to report any concerns relating to the safety or welfare of children.

Additional Duties:

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College.

The post-holder will undertake assigned duties and responsibilities, ensuring that all actions are discharged within the regulatory and legislative requirements to which the College is subject.

September 2026

This job description is current at the above date. In consultation with the post holder it is liable to variation by the School to reflect actual, contemplated or proposed changes in or to the job.