



Established in 1946, the Alice Smith School, a not-for-profit educational foundation, is one of the oldest and most prestigious British international schools in Asia. It is one of the first schools in Malaysia and earliest in South East Asia and wider afield to be accredited as a British School Overseas by the Department for Education in London and is graded as outstanding.

In line with our expansion, we are recruiting a suitable candidate to fill the position below:

SWIM & PE COACH – CONTRACT
(Jalan Bellamy- Kuala Lumpur)

JOB SCOPE:

The Swim & PE Coach provides a professional standard of assistance for the Head Swim Coach (Primary Campus) in the delivery of curriculum swimming lessons and KLASS Torpedoes Swim Team ECAs. They will provide support through a variety of methods as decided in consultation with the Head Swim Coach (Primary Campus). They will ensure that students are supported in their learning, by planning and delivering high quality differentiated lessons and sessions for the groups they lead. They will provide administrative support to the Head Swim Coach (Primary Campus) where necessary and will have a large role in coordinating and monitoring the swimming pool facilities and equipment.

DUTIES AND RESPONSIBILITIES:

1. Swimming lessons and ECAs

- To plan and deliver lessons/sessions ensuring adherence to the scheme of work/seasonal plan and lesson/session plans
- Integration of the Swim England/ equiv Learn to Swim programme reward scheme into lessons
- Ensure safe provision of all equipment and ensure it is used correctly
- Make sure safety standards are followed at all times in lessons and undertake risk assessments
- Identify students' abilities and encourage them to reach their full potential
- Plan and deliver sessions/ lessons appropriate to the level of the swimmer
- Provide up to date explanations and demonstrate swimming techniques
- Correct faults in swimming techniques and identify ways to improve performance
- To be a positive role model, creating a positive and fun environment in which to motivate and encourage children to participate in swimming
- To ensure compliance by the students with all swimming safety rules and regulations of the school by effectively monitoring behaviour to avoid untoward incidents under any and all circumstances, and to ensure that all these regulations are strictly adhered to by the students as a matter of safety
- To keep a daily register of all students taking swimming lessons/sessions and to ensure that all are properly accounted for before, during and after the lessons/sessions

- Evaluate lessons and give appropriate regular feedback
- Regularly assess each students' ability and progress and arrange for the award of the appropriate stage stickers/ equiv in swimming passports
- To attend regular meetings with the Head Swim Coach (Primary Campus) as and when necessary
- To agree to abide by the code of conduct and carry out duties in accordance with KLASS site policies, including equal opportunities, safeguarding children, health and safety at work etc
- To take on coaching and supervisory responsibilities within ECAs, in particular the KLASS Torpedoes Swim Team where you will be responsible for coaching a squad of swimmers, as directed by the Head Swim Coach (Primary Campus)
- To complete any other swimming or PE-related duties and/or administrative duties as may be directed by the Head Swim Coach (Primary Campus) in accordance with school policies and department rules, regulations and guidelines
- To take on supervisory responsibilities, in local, regional and overseas fixtures and competitions within swimming and wider sports

2. Administrative Support

- To provide administrative assistance in the day-to-day running of the swimming programme, as directed by the Head Swim Coach (Primary Campus) To plan and deliver lessons/sessions ensuring adherence to the scheme of work/seasonal plan and lesson/session plans
- Integration of the Swim England Learn to Swim programme/ equiv reward scheme into swimming lessons
- To keep a daily register of all students taking swimming lessons/sessions and to ensure that all are properly accounted for before, during and after the lessons/sessions
- Regularly assess each students' ability and progress and arrange for the award of the appropriate stage stickers/ equiv in swimming passports
- To accurately record and report assessment data for the progress of students in swimming lessons and ECA Torpedoes Swim Team squad training sessions, including their behaviour and other concern
- To support and lead (as appropriate) with entries for swim meets and assist the Head Swim Coach (Primary Campus) with other arrangements as required
- Assist with maintenance and production of display material (both electronic and paper) for the swimming pool and PE/Sport areas as required
- To attend and participate in relevant meetings, parent meetings/consultation evenings and community events as required or requested
- To participate in the schools professional development programme and be willing to learn and improve
- To work with the swimming and PE department in the development of ICT based resources, e-learning and a virtual curriculum for swimming/PE lessons
- To provide appropriate support for the technical maintenance of Swimming and PE facilities, resources and equipment, including pool maintenance



- To act as a lifeguard, as may be required, depending on the operational needs or school activities
- Any other suitable and reasonable duty as specified by the Head Swim Coach (Primary Campus)

QUALIFICATIONS AND REQUIREMENTS:

- Knowledge of the British education system, particularly sport and PE
- Education/coaching experience within swimming essential
- Education/coaching qualifications within swimming essential
- Good knowledge of main ICT packages & Hytek Team Manager/Meet Manager
- Communication skills including good spoken, and excellent written English
- Ability to work independently and a willingness to lead when necessary
- Maintain positive interactions with the wider school community
- Knowledge of Water Polo is desirable
- Experience working with children
- Experience supervising children on residential school trips
- To maintain good and harmonious professional relationships with colleagues, parents and children
- Be willing to learn and embrace creativity, innovation and the use of appropriate new technologies to achieve excellence
- Work with others to create and develop a shared culture and positive climate throughout the curriculum and ECAs

Interested applicants **must submit a detailed up-to-date resume** via [Jobstreet](#) before **11 June 2021**. We regret that only shortlisted candidates will be notified.