



# St Joseph's Institution International Malaysia

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Whole School Aquatics Leader</b>		
<b>Reporting To:</b>	<b>Whole School Coordinator of PE and Sport</b>		
<b>Effective starting from:</b>	<b>August 2019</b>	<b>To:</b>	<b>August 2022</b>

### Primary Purpose:

- Oversee the SJII Malaysia Aquatics Programs and Services.
- Supervise the daily operations of the pool facilities, staff, supplies and equipment.
- Teach curriculum swimming and lead the development of the swim program at SJII Malaysia.
- Take full responsibility for the quality and safety of the SJII Malaysia aquatics program.
- Lead, organize and develop the SJII Malaysia competitive swim team. This will involve team planning, squad training and coaching.
- Line manage all swimming coaches and staff involved with swimming.
- Have specialist knowledge of HY-TEK Team and Meet Manager.
- Administer and conduct swimming meets.

### Key Duties and Responsibilities:

- Direct and supervise the SJII Malaysia aquatic programmes.
- Assist with the coordination, development, application, and evaluation of swim program including the early years' PE program as well as primary/secondary curricular swimming programs.
- Oversee the overall scheduling of all aquatic program and services, in cooperation with the Whole School Coordinator of PE and Sport and PE Department.
- Prepare pool calendar for curricular and co-curricular activities.
- Responsible for writing policies and procedures that relate to the swimming pool and the swimming programme.
- Conduct lessons and swim team training in a safe, friendly environment.
- Administer any first aid needed due to any accident and follow SJII Malaysia medical procedures. Note the school employs qualified nursing staff.
- Observes and enforces all rules and regulations of the facility.
- Take responsibility for the supervision of day-to-day operations of the swimming pool including monitoring the maintenance, security, and safety of the overall pool environment as well as the supervision of staff working in the swimming pool.
- Take responsibility for the procedures on opening and closing of the swimming pool.
- Responsible for ordering of equipment and Swim Meet specific needs that reflect Aquatic or PE requirements.
- Communication with other international schools in the region for hosted and away swim meets.
- Communication with swim meet team parents on their involvement in events.
- Communication with the Marketing and Communications team at SJII Malaysia regarding schedules, results, awards etc.



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### Teaching:

- To undertake a designated programme of teaching across all year groups as required.
- Teach consistently high quality lessons.
- Plan and deliver schemes of work and lessons that meet the requirements of the IPC/English National Curriculum.
- Be a role model for our learners, inspiring them to be actively interested in Swimming.
- To maintain appropriate records and to provide relevant accurate and up-to-date information for the school assessment system.
- To complete the relevant documentation to assist in the tracking of our learners.
- Set expectations for staff and our learners in relation to standards of achievement and the quality of learning & teaching.
- Prioritize and manage time effectively, ensuring continued professional development in line with the role.
- To follow the school policies and procedures.
- To ensure the effective/efficient deployment of classroom support where appropriate.
- To maintain discipline in accordance with the school procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- Work with colleagues to develop activities that link with the units of inquiry where possible.
- Updating professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology, in general, and in the curriculum area of PE and Swimming.
- Promote Swimming through out of hours activities.
- Ensure a high quality and well resourced learning environment at the pool.

### Assessment, Feedback and Tracking:

- To lead, monitor and evaluate the assessment and feedback to our learners in line with whole school and department policy.
- To follow department monitoring and tracking systems relating to our learners attainment, progress and achievement.
- Mark, grade and give written/verbal and diagnostic feedback as required.
- Undertake assessment of our learners as requested by external examination bodies, curriculum areas and school procedures.
- Assess, record and report on the attendance, progress, development and attainment of our learners and to keep such records as are required.
- Complete the relevant documentation to assist in the tracking of our learners.
- To follow department policy regarding department tracking of student progress and use information to inform learning and teaching.

### Staff Development:

- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- Participate in whole school CPD programmes.
- To take part in the staff development programme by participating in arrangements for further training and professional development.



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### **Student Support and Progress:**

- To be a Form Tutor to an assigned group of our learners if and when required.
- To evaluate and monitor the progress of our learners and keep up-to-date student records as may be required.
- To alert the appropriate staff to problems experienced by our learners.
- To communicate as appropriate, with the parents of our learners and with persons or bodies outside the school concerned with the welfare of individual our learners, after consultation with the appropriate staff.
- To contribute to PSHE and citizenship and enterprise according to school policy.
- To apply the Behaviour policy so that effective learning can take place.

### **Safeguarding:**

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within the school.
- Comply with the school's Safeguarding Policy in order to ensure the welfare of children and young persons.

### **Communication:**

- To communicate effectively with the parents of our learners as appropriate.
- Where appropriate, to communicate and cooperate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.
- To take part in activities such as Open Evenings, Parents' Evenings, Sports days etc.
- Book sports facilities (like swimming pools, fields, tennis courts) and carry out the necessary administration as required.

### **Personal Responsibilities:**

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and our learners to follow this example.
- To model and promote the learner profile in the school community.
- To actively promote school policies and procedures.
- To be responsible for own continued professional development.
- To comply with the school's Health & Safety policy and undertake risk assessments as appropriate.
- To undertake duties before the school day, at break, over the lunch period and after the school day on a rota basis.
- To attend meetings scheduled in the school calendar punctually.
- To set cover work during any leave of absence.
- To adhere to the School's Safeguarding Policy.

### **Other:**

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.