



# SOMERVILLE HOUSE

HONOUR BEFORE HONOURS

## Director of Swimming Position Description

### About Us

Somerville House, a day and boarding school for girls established in 1899, provides exceptional education for students from Pre-Prep through to Year 12. Somerville House students have the opportunity to participate in an extensive academic, sporting and cultural program, while receiving high standards in personal care and individual attention within the School community. Somerville House is a school of the Presbyterian and Methodist Schools Association (PMSA). The PMSA is a mission of the Presbyterian and Uniting Churches.

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### The Role

The Director of Swimming is responsible for the development and growth of the swimming program at Somerville House, which includes the Somerville House Aquatics Swimming Club (SOMAQ) to drive the School swim program. The School swim program encompasses class swimming, interhouse swimming, co-curricular swimming and club swimming.

The Director of Swimming works closely with the Director of Sport to deliver a professional program by maintaining and applying a thorough knowledge and understanding of the latest coaching techniques and information. The Director of Swimming is required to demonstrate the highest personal and professional standards in all aspects of their work.

Training sessions are held at the Murray Evans Sports and Aquatic Centre (within the School campus at Somerville House) which is conveniently located on Stephens Rd, South Brisbane. Swimming events and meets are located at various locations in the Brisbane area.

This role is responsible for the overall development, administration and growth of the swimming program at Somerville House.

Hours of Operation: 6.00am to 5.30pm. Some flexibility required as hours may vary

Reporting Line: Reports directly to the Director of Sports and the Director of Co-Curricular Programs thereafter.

### Key Responsibilities

#### Coaching

- Performing swimming coaching duties for swimmers and squads during key times throughout the academic and calendar year including:
  - Swimming meets and other related events
  - Visiting Physical Education classes, to identify and encourage promising/talented students in consultation with the Physical Education Teachers
- Encouraging participation, create good spirit, and cultivate a cohesive, enthusiastic team of coaches and swimmers in all age groups
- To be a positive role model and leader of a team of swimming coaches
- Identifying talent – by working in partnership with the Director of Sport to drive the School swim program, including class swimming, Interhouse swimming, co-curricular swimming and club swimming
- Attracting, retaining, training and act as an ongoing point of liaison for other swimming coaches in consultation with the Director of Sport.

- Providing input into the Pool Usage Guide and providing data to ensure it is an accurate reflection of the programs being conducted at Somerville House
- Involvement in other areas of the swimming program as requested by the Director of Sport e.g. involvement in Andrews Cup
- Select the AC & QGSSSA team and present the selection including notes to the Director of Sport
- Designing, improving and implementing appropriate coaching programs as discussed with the Director of Sport, and providing copies of programs to key stakeholders
- Promoting the swimming culture to Somerville House students, the Brisbane Community and members of the public to attract and retain custom to the pool, and build a strong financial position for the swimming program
- Attracting top swimmers to the School by attending age appropriate carnivals, Schools and clubs, and actively work to recruit members to SOMAQ and other squads. Provide regular reports to the Director of Sport / Co-Curriculum containing names of potential scholarship candidates and membership
- Monitoring School swimmers and encouraging swimmers through appropriate communication channels
- Working closely with the Director of Sport to ensure Somerville House has the best developmental school swimming program
- Reporting to and communicating with the Director of Sport on a regular basis concerning all aspects of swimming, including a written weekly summary report which will include details such as but not limited to:
  - Number of swimmers attending each squad
  - Number of swimmers that are Somerville House students
  - Number of coaches on deck at each session, including current and following week rosters
- Developing guidelines to guide the swimming program with the approval of the Director of Sport and Director of Co-Curricular Programs
- Ensuring the Director of Sport is informed of any coach absences / leave and the measures to manage the absence including your own
- Managing coaching numbers and leave to ensure the financial viability of the program at all times. For example, ensuring that permanent coaches are used first and foremost in times when swimming numbers warrant and can manage with lower coaching numbers
- Seeking the assistance of the Director of Strength & Conditioning and arrange external coaching agencies for specialised training sessions as required
- Ensuring full compliance with the Work Health and Safety Act; including actively reporting hazards, injuries and incidents in accordance with the PMSA Work Health and Safety and Child Protection policies
- Applying contemporary human resource practices and principles, and develop a team of professionals that aims to establish the School as a leading School in co-curriculum swimming
- Undertaking ad-hoc projects and duties as required by the Director of Sport or Director of Co-Curricular Programs.

## **Administration**

- Managing all administrative matters relating to swimming including:
  - Keeping appropriate records of all School swimmers
  - Coordinating with committees, co-ordinators, student leaders and Health and Physical Education (HPE) Department
  - Maintaining a database of records, including training rolls, student achievements, talent identification
  - Managing and maintaining accurate forms – enrolments, participation and competition lists for both the Somerville House and SOMAQ swimming programs
  - Providing newsletter articles, reports and competitor entry lists for the Director of Sport and Andrews Cup (AC) Sport Co-ordinator for all necessary meets
  - Providing administration assistance, as required, to the SOMAQ Swimming Club
  - Managing emails and enquiries
  - Managing and co-ordinating swimming rosters
  - Assisting in implementing processes, enabling clear, consistent and accurate information pertaining to the Somerville House swimming program
  - Maintaining and administering accurate financial information for both Somerville House and SOMAQ swimming programs

## General

- Encouraging participation, creating good spirit, and cultivating a cohesive, enthusiastic team of swimmers in all age groups
- Monitoring School swimmers and encouraging swimmers through appropriate communication channels (working together with the School's Communication and Admissions Unit for this purpose as required)
- Promoting the swimming culture to Somerville House students, the Brisbane Community and members of the public to attract and retain custom to the pool, and build a strong financial position for the swimming program
- Promoting and encouraging Somerville House students to the swimming program by working in partnership with the Director of Sport and Communication and Admissions team to develop effective, regular communication through the School channels, such as School Newsletter, email system, Assemblies, Notice Boards and Daily Notices
- Providing input on the Pool Usage Guide to the Director of Sport
- Assisting with the organisation and delivery of carnivals (including Interhouse); school championships; swimming camps; pre-season competitions and holiday training programs
- Organising and assisting with transport arrangements for swimming meets as required
- Liaising with any necessary stakeholders for appropriate use of facilities, including the Sports and Aquatic Centre Manager
- Attending official end of season presentations, and representing the School and swimming in the wider community
- Attending the following School competitions:
  - Andrews Cup meet and lead up meets
  - Metro Meets
  - QGSSSA Swimming Competition and lead up meets
  - School Championships
  - Somerville House Interhouse Carnivals
- Any other duties as directed by the Director of Sport.

## Key skills and qualities required

- Demonstrated experience in a similar role, including knowledge of swimming/sporting programs
- Excellent administrative skills, including a high level of accuracy and precision in task performance
- Experience in general office duties with an ability to undertake a range of tasks
- Strong personal commitment to excellent customer service
- High level of interpersonal and verbal and written communication skills, with demonstrated ability to consult, negotiate, and build long-term business relationships with staff, students, parents, management and key stakeholders
- Ability to prioritise work and deliver to deadlines
- High level of experience in the use of the Microsoft Office Suite including Outlook, Word, Excel, Access, and PowerPoint and other associated programs
- Ability to maintain total confidentiality and observe professional boundaries
- Punctual, reliable and flexible
- Ability to manage operations consistent with school business objectives, and be positive in support of the School's traditions, Christian values and ethos
- Current Blue Card (for Working with Children) or be eligible to apply
- Current Provide First Aid Certificate.

## Term of Employment

The Director of Swimming will initially be appointed for five years.

## Application Process

All applications must include the official Application for Employment form for Non-Teachers available under the 'Careers at Somerville House' section of our website, as well as a current Curriculum Vitae, and the contact details of three (3) professional referees.

Applications will be treated as confidential and must be forwarded by email to [employment@somerville.qld.edu.au](mailto:employment@somerville.qld.edu.au), marked to the attention of The Principal, Somerville House.

**Applications close at 9:00am on 13 September 2019.**