



Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all employees, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Position Title	Swimming Development Coach	Reference: June 2026
Function/Department	Swimming	Location: AIS
Manager Title	Head of Swimming	
Position Type	Permanent	
Position Status	Full Time	

## Position Objective

The AIS Swimming Programme, inclusive of Learn to Swim, Development, Fitness, Competitive and Curriculum-based swimming, is seeking an experienced, proactive and forward-thinking Swim Coach.

The successful candidate will demonstrate strong coaching capability, initiative, and professionalism, with the ability to lead Learn to Swim, Junior Squad and Development programmes, while contributing as a support coach within the Competitive Squad.

Working closely with and reporting to the Head of Swimming, the Development Swim Coach will play a key role in delivering high-quality coaching, supporting student development, and contributing to the continued growth and success of AIS Swimming. The role supports the development of students who actively engage in swimming, striving for excellence across both participation and performance pathways.

## Responsibilities

**Aim:** To deliver high-quality coaching across AIS Swimming programmes aligned with programme philosophy and performance goals.

### Coaching and Programme Delivery:

- Assist Plan, prepare and deliver structured, technically sound training sessions aligned with AIS Swimming philosophy
- Lead squad sessions across Learn to Swim, Fitness and Development levels
- Support Senior/Competitive Squad sessions as required
- Develop and implement training cycles, technique progressions and session objectives
- Monitor swimmer attendance, progression and performance, maintaining accurate records
- Provide feedback to swimmers and parents on development and progression
- Assist with squad selection, talent identification and performance tracking
- Attend and coach at swim meets, carnivals and competitions
- Support the delivery of school swimming within the PHE curriculum
- Contribute to holiday programmes, including coaching at the start and end of major school breaks

### Swimming Administration and Operations:

**Aim:** To support the effective organisation and delivery of AIS Swimming programmes and events.

- Maintain accurate administrative records including attendance, performance data and session logs
- Assist with swim meet entries and event management using Hy-Tek Team Manager and Meet Manager
- Support the organisation and delivery of swim meets (local and international)
- Assist with team logistics including equipment preparation and pool setup/pack down
- Contribute to communication platforms including newsletters and website updates

- Support general programme administration as required by the Head of Swimming
- Attend staff meetings, reviews and professional development sessions
- Attend to general office duties including phone and email enquiries, and meeting minute taking

**Programme Support and Collaboration:**

Aim: To contribute to a collaborative, high-performing aquatics programme within the AIS community.

- Work collaboratively with coaching staff to achieve programme objectives
- Support PE staff in the delivery of swimming units
- Provide Learn to Swim instruction when required (relief/cover capacity)
- Maintain high standards of professionalism, communication and teamwork
- Uphold expectations relating to squad culture, behaviour and uniform standards

**Facilities and Safety:**

Aim: To ensure a safe, well-maintained and professional aquatics environment for all users.

- Ensure the pool environment is safe, secure and presentable at all times
- Set up, maintain and store swimming equipment appropriately
- Maintain equipment inventory and report issues to the Head of Aquatics
- Follow AIS risk management and operational procedures
- Report incidents, hazards or safety concerns promptly
- Adhere to all safeguarding policies and procedures at all times

**Other duties:**

Assist the AIS Sports Department with administrative tasks as required, including but not exclusively:

- Support and attend as required at House Carnivals
  - I. Swimming
  - II. Cross Country
  - III. Athletics
  - IV. Modern Biathlon

It is the job holder's responsibility to promote and safeguard the welfare of children and young people for whom they are responsible, or with whom they come into contact with and compliance with the relevant Cognita Safeguarding Child Protection Policy and Procedures should be adhered to at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the School's Designated Safeguarding Lead or to the Head or indeed to the Cognita Regional Safeguarding Manager so that a referral can be made accordingly to the relevant third party services.

## Position Requirements

- Ability to work early mornings, afternoons and weekends as required
- Strong organisational and communication skills
- Ability to work collaboratively within a large school environment
- Competent in Microsoft Office and digital communication platforms

## Qualifications

Essential:

- Recognised Swim Coaching or Teaching qualification (e.g. SG Coach Level 1, ASCA, Swim Australia or equivalent)
- Swim Australia *Teacher* or equivalent accreditation

- Swimming Australia *Development Coach*, Swim Australia *Aquatic Supervisor* or equivalent accreditation
  - Current First Aid and CPR certification
  - NROC Registration
- Desirable:
- Experience coaching age group and development swimmers
  - Experience within an international school or club environment
  - Experience with swimming software (Hy-Tek Team Manager / Meet Manager preferred)
  - ILSF *Pool Lifeguard*, RLSSA *Pool Lifeguard*, or SLSS *Bronze Medallion* certification

**Contacts**

- ACSIS Schools, SEASAC Schools, Swim Coaches, LTS Instructors, PE Teachers, Sub School Leaders, Facilities Department, Pool Contractor, Singapore Swimming Association, AIS Sports Department

**Working Conditions**

- Weekend work and some longer days to be expected
- International travel for swimming tournaments

**Terms of Employment**

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all employees, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity (if the candidate has lived in the UK) and/or criminal/police or equivalent background checks for all other countries inhabited (irrespective of whether you worked in those countries).

- Duties: To assist in the Swimming and PE Departments
- Working Hours: weekdays 6:00am-6:00pm as directed by the Head of Swimming
- Saturdays 6:00-9:15am (additional hours at swim meets expected)
- Annual Leave: Prescribed school holidays (excluding 3 weeks of Holiday Swim Programs per year)
- Medical Insurance: Covered
- Hospitalization/Sick Leave: 60 days hospitalisation leave including 14 days sick leave
- Probation Period: 3 months
- Referee request: Required
- Commencement date: Term 3, July 2026