

Pymble Ladies' College

POSITION DESCRIPTION

Title: Swimming Coach

Date updated: January 2026

Reports to: Head Coach – Swimming

COLLEGE VALUES



Pymble Ladies' College has five core values which guide our behaviour and interactions with one another and affirm our commitment to the Christian heritage of Pymble Ladies' College and our identity as a school of the Uniting Church in Australia. All roles, policies and procedures are underpinned by these values, and the expectation that students, staff, and the wider College community alike live our values every day.

CARE – I am kind to myself and others

COURAGE – I am open to new experiences to learn and grow

RESPONSIBILITY – I take ownership of my actions

RESPECT – I value diversity, my worth and the worth of others

INTEGRITY – I do the right thing, even when no one is watching

POSITION SUMMARY

The Competitive Squad Swimming Coach is responsible for delivering challenging, safe, professional, and well-executed swimming programs for the squads they lead.

We are seeking a highly enthusiastic and knowledgeable coach who is committed to developing motivated young swimmers and supporting them to achieve their best across each season. As we continue to take our swimming program to the next level, we are looking for someone who brings proven success, while also being open to growth, collaboration, and ongoing development - helping to lead the program forward.

ROLE RESPONSIBILITIES

1. Squad Management and Coaching Delivery

- 1.1 Develop, prepare, and deliver structured coaching programs for competitive (predominantly Junior Squads) and recreational squads, providing support coaching to other squads as required by the Head Coach - Swimming.
- 1.2 Support the Head Coach - Swimming in decision-making related to swimmer progression and promotion between squads, where appropriate.
- 1.3 Lead the Junior School Physical Education curricular swimming program during Term 4, in alignment with College expectations and curriculum requirements.
- 1.4 Assist in the planning and delivery of Primary and Secondary School swimming carnivals.
- 1.5 Coach at interschool swimming carnivals and club competitions as required.
- 1.6 Represent the College at swimming functions, camps, seminars, Knox Pymble Swimming Club functions and meetings, and SMNE and NSW clinics and camps, as required.
- 1.7 Support, assist, and provide cover for squad coaches where required to ensure continuity and quality of on-deck program delivery.
- 1.8 Actively contribute to a positive squad culture that promotes enthusiasm, commitment, achievement, and team camaraderie.
- 1.9 Remain current with best-practice coaching methodologies, programming approaches, and performance technologies to ensure high-quality learning and development experiences for students.

2. Student Wellbeing and Development

- 2.1 Provide a safe, supportive, and inclusive racing and training environment for all swimmers.
- 2.2 Ensure appropriate supervision of students at all times, in accordance with duty of care and College policies.
- 2.3 Promote positive student experiences through participation in the swimming program, fostering enjoyment, resilience, and confidence.
- 2.4 Maintain accurate records of attendance and swimmer achievements to support monitoring, reporting, and the awarding of Colours.

3. Logistics, Equipment, and Innovation

- 3.1 Maintain, monitor, and appropriately utilise swimming equipment to support effective training and competition preparation.
- 3.2 Liaise with the Head Coach - Swimming regarding equipment needs and recommendations for new or replacement resources.
- 3.3 Demonstrate adaptability and openness to innovation through the use of emerging technologies, including video analysis, data collection tools, programming software, dryland equipment, and other performance resources.

4. Relationship Management and Team Contribution

- 4.1 Develop and maintain strong, professional relationships with students, parents, coaching colleagues, and College staff.
- 4.2 Communicate emerging issues or concerns to the Head Coach - Swimming or relevant members of the Sport leadership team in a timely and professional manner.
- 4.3 Contribute to planning processes that support the daily and short-term operational needs of the swimming program.
- 4.4 Participate constructively in decision-making processes that support the broader objectives of the College and Sport Department.
- 4.5 Embrace a collaborative team environment, demonstrating respect for the contributions of others and commitment to shared goals.

5. Communication

- 5.1 Ensure squad swimmers and parents/carers receive formal communication on a termly basis regarding attendance, progress, and areas for development.
- 5.2 Ensure all written and verbal communication is courteous, professional, accurate, and reflective of College values and expectations.

6. Risk Management and Compliance

- 6.1 Report directly to the Principal on any matters relating to child protection, in accordance with College policy and legislative requirements.
- 6.2 Consistently adhere to College policies and procedures, including those related to Risk Management, WHS, Child Protection, and emergency response protocols.

7. Professional Learning and Growth

- 7.1 Engage in ongoing professional learning and reflective practice, aligned with role expectations and in partnership with the Head Coach - Swimming.
- 7.2 Participate in relevant professional development opportunities to remain current with best practice in coaching, athlete development, and student wellbeing.

8. Other Responsibilities

- 8.1 Undertake other duties as required by the Head Coach - Swimming or Head of Sport to support the effective functioning of the Swimming Program and Sport Department.

Essential Criteria and Personal Capabilities

- Willingness to actively support the ethos and values of the College.
- Minimum Foundation Swimming Coaching Licence.
- A collaborative working style with strong communication and interpersonal skills.
- An energetic, student-centred approach to coaching that motivates and empowers young athletes.
- Desirable experience coaching and transitioning junior swimmers into club-level competition.
- Willingness to coach swimmers across a range of ages, abilities, and commitment levels.