

**MOUNT ALBERT GRAMMAR SCHOOL**

**Job Description**

**Director of Aquatics**

**Responsible to:** Headmaster through delegated authority to the Director of Sport

**Reporting to:** Director of Sport

**Key Relationships:**

***Internal***

* Headmaster
* Senior Leadership
* Director of Sport
* Swimming Academy Coaches
* Aquatic Sport Coaches
* Aquatic Sport Managers
* MAGS Staff
* Students

***External***

* Mt Albert Aquatics Centre Management
* College Sport
* Swimming New Zealand
* Parents
* Unitec and Universities
* Sponsors

**Position Purpose:** To lead and manage all aquatics programs in the school. To ensure all MAGS Aquatics Sports are promoted and Coach the Premier Swim Squad.

**Communication:**  All sports matters must be directed to the Director of Sport, in the first instance, unless otherwise instructed.

**Primary Objectives:**

1. To lead and document a strategy for MAGS Aquatics which aligns with the MAGS Strategic Plan 2018-2022.
2. Ensure the best possible culture is at MAGS by setting the highest standards and expectations.
3. To work with the Director of Sport around the overall resourcing of the Aquatics program.
4. Ensure there are clear pathways in the aquatic programs for students, coaches and officials.
5. Work with Mount Albert Grammar School and the wider community to deliver and coach a swimming program of the highest quality and facilitate the other aquatic sports, including, but not limited to, Underwater Hockey and Water Polo.

**Key Responsibilities:**

1. Foster an ethic of personal best, quality and continuous improvement in all areas of aquatics.
2. Coach the Premier Swim Squad so that each individual can achieve their personal best.
3. Keep a database of all students that enter the aquatics programs and update regularly as students join.
4. Work with the Aquatics Administrator to ensure Risk Management (EOTC) procedures are in place for all events and tours.
5. Oversee the selection of students into the Aquatics Academy and Mount Albert Grammar School swim team.
6. Review the aquatics program annually as part of the self-review process and reports, as appropriate, to the relevant people.
7. Manage and maintain a positive relationship with Swimming NZ, Swim Auckland, local clubs and other sporting entities.
8. Meet with the Director of Sport on a regular basis to set goals, report on progress, plan ahead, review and monitor progress.
9. Respond to and liaise with students, parents and community groups promptly and appropriately.
10. Ensure that all of the aquatic environments are safe at all times.
11. Be responsible for all expenditure as per agreed aquatics budgets and make sure all aquatics budgets get approved from the Business Manager.
12. Manage all aquatic resources.
13. Assist coaches to ensure a strong foundation is at all levels of aquatic sports.
14. Liaise with the Finance office to follow up payments of student aquatic fees.
15. Design and implement a documented strategy to recruit coaches and retain them in the school.
16. Facilitate trials for the swimming Academy, and assist with other water sports such as Water polo and Underwater trials as needed.
17. Facilitate the MAGS Swimming Sports day with the help of the Director of Sport and Aquatics Administrator.
18. Attend and coach at all AKSS and NZSS swim meets.
19. Oversee the allocation of a coach and a manager to all aquatic teams.
20. Liaise with the MAGS Aquatics Administrator for entry into AKSS and NZSS competitions.
21. Keep abreast of new developments in aquatic sports coaching and development.
22. Provide development and training for coaches.
23. Liaise with the Sports Department in relation to results and prizegiving’s.
24. Communicate regularly with the MAGS Aquatics community.
25. Adhere to the school sponsorship rules and relationships.
26. Other duties as required.

**Person Specification:**

*Communication/People Skills*

* Efficiently and promptly convey all communication to the relevant person
* Easily establishes rapport with people from a wide variety of backgrounds
* Effectively builds and maintains long term networks and relationships
* Ability to work with and motivate students.

*Technical Skills, Knowledge and Experience*

* A strong background in swimming as a competitive coach
* Experience in managing people and implementing programmes
* Intermediate level of computer skills

*Teamwork*

* Builds and maintains effective working relationships
* A team leader with the ability to give clear direction to others
* Shares information readily

*Work Organisation/Planning*

* Self-Motivated
* Excellent planner
* Able to report effectively both in written and oral form
* Work effectively and efficiently without supervision

**How performances / success will be measured:**

* Provide a written report to the Headmaster and Director of Sport or delegate at the season end during Self-Review of the Aquatics program on performance against each of the KPIs and any other areas that have been asked to focus on.
* Meet with the Director of Sport weekly to discuss progress against KPIs and other aquatic issues relevant to the position.
* To provide specific focus on the KPIs or other KPIs the Headmaster, Director of Sport or delegate, set for each term.
* Provide evidence that the KPIs (or other priorities) set by the school each year have been met.
* To meet with the Director of Sport at the end of each term to discuss performance against the KPIs, and to discuss the KPIs or other areas of focus, for the following term.

**Important Administrative Matters:**

* Ensure all Academies and participants are compliant regarding Uniforms and Fees as requested by Director of Sport.
* MAGS facilities are respected by both Coaches and students as requested by the Director of Sport.
* You are required to be available to students, coaches and parents at set times of the week.
* At the end of season a self-review of the program is to be completed and discussed with the Director of Sport and the Deputy Principal line Manager.

**Signed:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Director of Aquatics**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Director of Sport on behalf of Mount Albert Grammar School**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**