

Job Description

BSM Swim Coach and Learn to Swim Instructor

Effective Date:	2026-27 (Revised Annually)
Responsibility for:	N/A
Reports to:	Head of Swimming
Hours:	35 hours per week (anticipated working hours are to be confirmed however they are likely to be between 12pm - 7pm weekdays plus additional competition / development related duties which may fall over a weekend. Time will be divided between the BSM Swim school and the BSM Marlins competitive squad programme, depending on demand.
Annual Leave:	8 weeks holiday per annum to be taken as agreed in advance with your Line Manager. Annual leave approval will be based on the needs of the school and its operations. Annual leave is to be taken as follows: during Winter Break when the school site is closed and the remaining holiday is flexible however cannot be taken during INSET week.

Main purpose of the job

- To assist and develop the BSM community swimming programme (both the competitive squads and the Marlins Swim School). Aim to provide: world-class enrichment activity, create and provide a sustainable long-term athlete development (LTAD) pathway, increase participation at all levels within the programme and raise standards of swimming at BSM and within the community.

Key elements of position

- **Delivery of a balanced and enjoyable programme** – All students should be encouraged to reach their full potential through an appropriate, varied, balanced and enjoyable programme (both Swim School and competitive Marlins squads).
- **Competitive development of the swimmers** – fosters and recognises personal development as well as team and individual excellence.
- **Administration of the BSM Marlins squads and Swim School** – Carry out day to day administration under the direction of Head of Swimming to ensure effective, efficient club operation within a set budget and planning for programme sustainability, ensuring that administrative functions are carried out completely and professionally.
- **Promotion of the swimming programmes (BSM Swim School and Marlins squads)** – Assist with organising and promoting activities that enhance the image of the programme and the opportunities for all the swimmers from entry level to elite.

BSM Swim School Programme Instructor

Duties and Responsibilities

- Delivery of the BSM Swim School programme sessions as per demand.

- Prepare lesson plans and a scheme of work that meets the requirements of the BSM Swim programme.
- Introduce innovative ideas and initiate actions to further develop the programme
- Maintain mandatory qualifications, licencing and CPD/ training requirements.
- To undertake administrative duties specifically related to the BSM Swimming programme. To keep updated centralised database of swimmer detailed records and information including; attendance, training sets, individual personal contact details and swimming related reports;
- To keep the Head of Swimming informed on all matters related to the BSM Swimming programme that may be of relevance i.e. dates etc.
- To respond to needs expressed by students, parents and staff;
- To communicate with parents and students to ensure communications have been received and understood;
- To deal with queries and complaints with regards to the BSM Swimming programme
- Any other duties as directed by the Head of Swimming

BSM Marlins Squad coach

Duties and Responsibilities

- To ensure that all students are encouraged to reach their full potential through appropriate, varied, balanced and enjoyable training sessions.
- To supervise the pool area during Marlins training sessions;
- To assist with a training schedule/timetable that optimises the abilities and needs of the swimmers in all ability groups of the programme, taking into account the wider needs of the school and individuals
- To work with the Head of Swimming in identifying and encouraging talented students to further develop
- To work with swimmers of all ages and advise/assist parents with swim meet entries
- To assist with identifying swimmers who show potential to develop towards the national standard of their home country, planning individual LTAD plans as appropriate
- To assist with appropriate opportunities for development and progress such as; training camps and swim meets and to promote the programmes within Oman and internationally
- To attend competitions and open meets to support the development of the swimmers
- Any other duties as directed by the Head of Swimming

Behaviour, Health and Safety

- Adhere and implement BSM Pool Safety Operating Procedures (PSOP's) during swimming sessions;
- To report verbally and in writing any accidents or injuries which occur in the pool area during programme activities and ensure that any causes/risk related to the accident are highlighted to the Head of Swimming and relevant parties, in accordance with the BSM Health and Safety policy;
- To immediately report urgent Health and Safety concerns to the Head of Swimming and ensure that students are kept safe until Health and Safety concerns have been addressed
- To call upon the pool maintenance technician should the pool require cleaning in accordance with best practice of pool maintenance.
- Establish a safe, purposeful and stimulating environment for students, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
- Manage classes effectively, using approaches which are appropriate to students' needs in order to inspire, motivate and challenge students.
- Build positive relationships with students, responding sensitively when dealing with children, ensuring any concerns are dealt with according to school policy.

- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviours, which are expected of students.
- Have high expectations of behaviour, promoting self-control and independence of all learners.
- Carry out supervision duties as directed by the line manager.
- Be responsible for safeguarding the welfare of students, raising any concerns following school policy.

Note

This job description reflects the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

BSM is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Appointments are subject to satisfactory references and DBS/Police Safeguarding clearance

Signature of Post Holder: _____ Date: _____