Expressions of interest are invited for a Bronze / Silver level coach of Swimming, which coincides with the recent completion of the School’s new 50m indoor pool. The successful applicant will be mentored by the Director of Swimming and the High Performance Swimming Coach. This is a dynamic position in which the School seeks an energetic and passionate person. Intending applicants should submit a resume along with the School’s initial application form, available from our website.

**General Information**

Trinity Grammar School is the largest Anglican Boys’ day and boarding School in NSW with an enviable reputation and tradition for serving the educational needs of boys and young men over a number of generations. The School has campuses located in Strathfield (Preparatory School), Summer Hill (Senior, Middle and Junior School) and Field Studies Centre at Woollamia. Since its founding in 1913, Trinity has forged a reputation for outstanding academic results, a caring pastoral programme and an emphasis on both traditional and community sports. Trinity has an enrolment of some 2000 boys.

The Senior School is a member of the Combined Associated Schools of New South Wales and joins in the CAS Sports competition, while the Preparatory School and Junior School are members of the Independent Primary School Heads of Australia and participates in the IPSHA Sports and Cultural activities.

All members of staff are appointed by the Head Master and they are responsible to him for the overall performance of their duties. The Head Master delegates his authority to senior staff members for the effective management of the School.

**Mission Statement**

The mission of Trinity Grammar School is to provide a thoroughly Christian education for its boys, imparting knowledge and understanding of the world we live in, and recognising the importance of spiritual qualities in every sphere of learning and living. The School actively encourages its students to grow in wisdom and stature and in favour with God and man.

**Specific Duties/Responsibilities**

The Coach of Swimming will carry out the responsibilities of the position as detailed below, in a fashion and manner which is consistent with the School’s Mission Statement and Educational Philosophy as recorded in the Handbook. It is vital that contact with staff, students, parents and visiting schools be in a positive and purposeful manner that contributes to the honourable image of the School and the ideals of true sportsmanship embodied in Swimming.
1. Appointment and Accountability

1. The Coach of Swimming is appointed by the Head Master and is responsible to the Director of Swimming and Sportsmaster for the performance of their duties. The Coach of Swimming will also take technical direction from the High Performance Coach of Swimming.

2. This position is a contract position covering the duration of the period specified in the associated letter of appointment.

2. Primary Purpose

1. To prepare, implement Swimming programmes for the development of Trinity Swimming at all levels in the Preparatory, Junior, Middle and Senior Schools.

3. Specific Responsibilities for the Coach of Swimming

1. Assist in the prescription and implement a progressive skills, training and testing programme for all ages and levels.

2. In collaboration with the Master in Charge of Swimming and Director of Swimming, identify students within the School who have the potential to be members of the Trinity Swim Squad or Team.

3. In consultation with the Director of Swimming and the Sportsmaster negotiate a weekly schedule of 25 hours of coaching per week, 5 hours of preparation and 8 hours of pool plant room or other maintenance related jobs.

4. Mondays to Fridays, in conjunction with other coaches, coach a Development Swim Squad, in addition to assisting in the training of all the Swim Squads as prescribed. From time to time you maybe also required to attend Saturday morning training.

5. Seek direction, advice and support from the Director of Swimming and the High Performance Swimming Coach on the implementation of best practice in Swimming coaching techniques.

6. Undertake the RLSSA pool operations course.

7. With the assistance of the other aquatic coaches undertake daily maintenance of the pools. This will involve vacuuming the pools, cleaning the tiles around the pools, cleaning the concourse around the pools, cleaning strainers in return lines, cleaning and backwashing the pools filters, cleaning filter beds, testing chlorine levels and undertaking minor maintenance jobs on and around the pools and in the filter room.

8. Give direction, advice and support to the Casual Coaches of Swimming in consultation with the Director of Swimming and the High Performance Swimming Coach.

9. In consultation with the Master in Charge of Swimming and Director of Swimming, assist in the organising a range of competitions such as the School and House Championships, Trinity Invitation Meetings and other Swimming Meetings.

10. Be available for swimming related camps that are held during the year, including the annual Thredbo training camp in mid-January.

11. Be available for testing Preparatory School, Junior School and Year 6 boys in Swimming as way of talent identification and Swimming ability on the year 7 orientation day.

12. Act as the race secretary of the Trinity Grammar School Swimming Club.

13. Be proficient in the operations of Meet Manager / Team Manager or be willing to undertake courses to become proficient in the operations of these computer programs.

14. In consultation with the Master in Charge of Swimming and Director of Swimming, assist in the selection of swimmers to represent the School at the different competitions including the CAS Swimming Championships.

15. Attend Swimming meetings as required by the Director of Swimming.
16. Attend the annual presentation dinner and assist the Director of Swimming with the preparation of the evening.

17. Adhere to the Trinity Grammar School Sport Code of Conduct and engender a commitment to the Code in all team members.

18. Report to the Director of Swimming on absences at both training and competitions and, with the assistance of the Master-in-Charge of Swimming, administer the Discipline Procedure for Non-attendance of Sport.

4. Shared Values.

All organisations have a culture that is built on the shared values of its people. It is an expectation that employees will strive to uphold the values that are fundamental to the School, which include:

1. Empathy – be supportive of the needs of staff, students and the wider school community.
2. Efficiency – setting priorities to work effectively with minimum supervision
4. Positive attitude – is positive in approaching and undertaking all duties.
5. Timeliness – completes tasks in accordance with set timeframes.
6. Professional development – participates in required professional development and demonstrates application of skills learnt.
7. Continued support of School ethos

5. Performance Indicators.

Performance Indicators are a means of assessing and evaluating the characteristics of services, processes and operations of roles. These include:

1. Accuracy: demonstrates an acceptable level of accuracy in relation to all written and verbal communications with regard to position held.
2. Adaptability: demonstrates confidence, maturity and flexibility in response to work challenges. Is open to feedback and change
3. Confidentiality: ensures the confidentiality of all information and only disclose to others with prior consent
4. Protocols: complies with codes of behaviour, policies, procedures and business etiquette
5. Propriety: personify the shared values

All applications must be:  > made on the School’s standard form;
> completed onscreen and then printed, single-sided;
> accompanied by a resume; and
> lodged without binding or stapling with:

The Head Master’s Secretary
Trinity Grammar School
PO Box 174
Summer Hill NSW 2130

DOWNLOAD APPLICATION