



# RSW

---

## SWIMMING

**CANDIDATE INFORMATION PACK**  
**DIRECTOR OF SWIMMING**  
**The Royal School Wolverhampton Swimming**  
**Start Date: September 2026**

# WELCOME MESSAGE FROM OUR PRINCIPAL

Dear Candidate,

Thank you for your interest in the position of Director of Swimming with The Royal School Wolverhampton Swimming (RSW Swimming). As you consider joining our community, I would like to share a little about who we are, where we have come from, and where we are going.

The Royal School Wolverhampton has a proud heritage that blends academic excellence, a vibrant co-curricular life, and a unique sense of community. Our Patron, HRH The Duke of Edinburgh, continues to endorse and support the School's vision of developing well-rounded young people who strive for excellence in all they do. RSW Swimming is a key part of that vision, a programme that combines world-class coaching with the values of integrity, discipline, and opportunity that run through the whole school.

The success of RSW Swimming has been built on the dedication of exceptional coaches and the achievements of outstanding athletes. Our Director of Swimming has chosen to move on for personal and family reasons, and we fully support

his decision. This creates an opportunity for a new Director of Swimming to join us and lead our team through to the next phase of our development, maintaining the high standards, values and ethos that underpin the programme, while bringing fresh ideas and energy as we continue to grow.

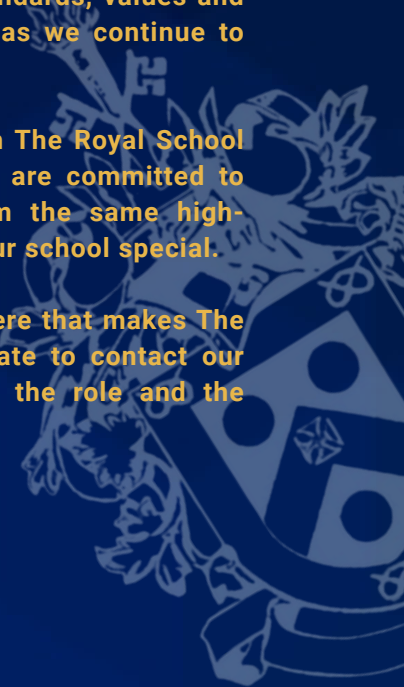
The Royal is proud to offer a unique environment where swimmers from both The Royal School and local swimming clubs can access a genuine performance pathway. We are committed to ensuring that young athletes, regardless of background, can benefit from the same high-performance coaching, pastoral care, and educational opportunity that make our school special.

We warmly invite you to visit us, meet our team, and experience the atmosphere that makes The Royal and RSW Swimming so distinctive. Alternatively, please do not hesitate to contact our Director of Swimming, Mr Mark Tanner, who will be delighted to discuss the role and the programme in more detail.

Yours sincerely,



Mr Tom Macdonald  
Principal





## ROYAL WOLVERHAMPTON SCHOOL SWIMMING CLUB (RSW Swimming)

RSW Swimming is a high-performance programme within The Royal School Wolverhampton, built on a proud tradition of developing athletes who excel in the pool, in the classroom and in life. Our aim is to create confident, resilient and ambitious young people equipped to succeed at the highest levels of sport and beyond.

The programme has a proven track record of producing swimmers who have:

- Become Olympic and Paralympic champions
- Represented Great Britain and England at senior and junior level
- Competed at World, European and Commonwealth Games
- Medalled at European Junior Championships and EYOF
- Progressed into Aquatics GB National Centres and top UK universities.
- Received scholarships to leading global institutions including NCAA Division 1 teams in the US.

As part of The Royal School, our swimmers benefit from an environment that integrates world-class coaching with exceptional academics, strong pastoral care and over 170 years of school heritage. This model attracts boarding athletes from across the UK and overseas, alongside talented swimmers from the West Midlands who access our pathway while studying at The Royal or other local schools.

RSW Swimming is defined by high standards, clear values and a culture that supports every swimmer to exceed their perceived potential.

### JOB INFORMATION

The Royal School Wolverhampton is seeking an experienced and ambitious Director of Swimming to play a key role in the continued growth of RSW Swimming, one of the UK's leading school-based performance programmes.

Working closely with the RSW Swimming Management Board, Chair and Principal, you will be responsible for the operation of the swim team including recruiting, budgeting, communicating with parents, and coaching swimmers to be their personal best., and ensure consistent, high-quality delivery across the pathway in line with the programme philosophy and standards.

The Royal has produced Olympian and Paralympic champions – including Matt Richards and Tully Kearney – and continues to develop swimmers who progress to national and international teams. With exciting development projects underway, this role offers the opportunity to contribute to the next chapter of an ambitious and expanding programme.

RSW Swimming is fully integrated into the School, combining performance sport with excellent education and pastoral support. Swimmers benefit from:

- A clear pathway from Academy to Elite
- Professional coaching and Strength and Conditioning provision
- Strong academic, boarding and pastoral structures
- A vibrant, supportive and aspirational environment

## Job Description

<b>Location:</b>	The Royal School Wolverhampton
<b>Responsible to:</b>	RSW Swimming Management Board, Chair and Principal
<b>Contract type:</b>	Permanent, Full Time
<b>Hours of work:</b>	37 hours per week, Monday to Sunday as per the flexible requirements of the role. Hours will vary and will include mornings, evenings and weekends. 52 weeks per year.
<b>Salary:</b>	Grade 6.17-6.22 £35,132-£39,403
<b>Benefits:</b>	<p>Automatic enrolment to the Aegon Pension Scheme. 36 days annual leave which includes bank holidays.</p> <ul style="list-style-type: none"><li>• Note. Some holidays are pre-determined by RSW Swimming Club Christmas and summer shutdowns.</li><li>• Career development support including fully funded training and qualifications.</li></ul> <p>Other benefits include:</p> <ul style="list-style-type: none"><li>• Cycle to work scheme.</li><li>• Free team kit.</li><li>• Opportunities for you and your family to attend boarding activities such as visits to theme parks, cities, museums and more.</li><li>• Wellbeing and professional HR support.</li></ul>
<b>Closing date:</b>	10am Friday 3 <sup>rd</sup> July



## Key Responsibilities

### Coaching and Programme Delivery

To provide coaching for swimmers on the RSW Swimming Elite Swimming Squad and direction to all other RSW Swimming Squads enabling the progression of swimmers from development to a performance level.

**A:** Develop and support the RSW Swimming Squad programme.

**B:** Coach and support developing swimmers along the talent pathway to podium success.

**C:** Contribute to the ongoing development of the Squad as an active member of the team.

- Lead, ensuring alignment with the RSW Swimming philosophy and Swim England's Optimal Athlete Development Framework (OADF).
- Oversee coaching standards across the Academy and Development Squads, ensuring technical, physical and cultural consistency.
- Support the Swimming Coach and volunteer coaches.
- Assist in identifying and transitioning talented swimmers from partner clubs into the RSW Swimming pathway.
- Deliver and monitor a structured, progressive training plan to enable smooth progression through the pathway.

### Strategy development

- Work with the school and management team to develop strategies and deliver programmes to ensure RSW Swimming meets its stated vision .

### Planning and Goal Setting

- Create detailed Macro (annual) and Microcycle plans for squads.
- Lead goal-setting and review processes for squads and individual swimmers.
- Maintain accurate attendance, test set, and performance tracking data.
- Contribute to SandC integration and athlete education within the swimming programme.
- Planning and delivery of swimming sessions for RSW Swimming Elite Squad swimmers including basic land sessions.
- Plan and deliver a swimming programme on an annual basis in conjunction with RSW Swimming Age Group and Assistant Coaches, and ensure it promotes progressive skill and competitive development and enjoyment.
- Plan and support delivery of review meetings with individual swimmers, parents and relevant coaches for goal setting to meet the individual needs of swimmers goals.
- Attend relevant national and regional competitions/training sessions relevant to the sport and squad to support the swimmers and represent the squad.
- Be responsible for maintaining and providing to competition secretary (ahead of each meeting) each swimmer's entry times (converted for the pool length (25m or 50m) for events that do not rely on times automatically held in the competition
- Attend induction and/or de-brief meetings and training sessions for CPD as required.
- Review the development needs and communicate information and resources to encourage young people to adopt healthy lifestyles.
- Co-ordination and implementation of RSW Swimming SwimMark.
- Organisation and implementation of all RSW Swimming 'offshore' competitions and training camps.
- Design, organisation and implementation of all RSW Swimming Development Camps.
- Management and planning of all support services for the RSW Swimming programmes.
- Support the Club Committee in the recruitment, management, development and retention of all coaching resources as required.

### **Leadership and Staff Development**

- Lead volunteer coaches, fostering a collaborative and supportive coaching culture.
- Contribute to coach CPD and internal training sessions.
- Uphold the values and expectations of RSW Swimming, ensuring professionalism, discipline and consistency at all times.
- Provide day-to-day leadership and act as the main point of contact for parents and swimmers within the Performance, Development and Academy squads.

### **Talent Identification**

- Liaise with the School, management Committee and the Learn to Swim programme to regularly review and develop the talent identification system for swimmers at RSW Swimming.
- Identify promising swimmers and, together with school management if appropriate, seek to attract them to the club

### **People and Resource Management**

- Provide leadership across the club, including, awareness of the latest developments within the sport.
- Ensure all poolside sessions are adequately staffed and run.
- Working with the School and management Committee to implement a coach development programme (including personal development plan and training needs analysis) and liaise with the coaches to identify and fulfil training needs.
- Ensure that all necessary administrative tasks (registers, accident forms, personal profiles, race models, etc.,) are completed as required.
- Ensure compliance with RSW Swimming policies and procedures.
- Ensure high standards of customer care and coaching are demonstrated at all times and a quality service is provided.

### **Monitoring and Evaluation**

- Assist in recording the tracking of young people through the RSW Swimming pathway.
- Collate monitoring of numbers of participants, and exit routes, at least bi-annually.
- Liaise with the school and management committee including the RSW Swimming Head Coach and Swimming Coach at least bi-annually, to monitor and evaluate the programme.
- Assist in the monitoring and evaluation of activities and produce short reports as appropriate for the RSW Swimming Management Committee, quarterly, or as required.
- Assist in producing an annual programme with clearly defined performance indicators and goals.
- Attendance at the Regional Coaches forum, quarterly, or as required.

### **The Royal School Wolverhampton Enterprises**

- Work with RSW Enterprises to deliver and contribute to commercial revenue opportunities for RSW Swimming and RSW Enterprises.
- Contribute to open days and swimming assessments where appropriate.
- Contribute to recruitment with ideas, initiatives and marketing opportunities.



### **Pastoral Welfare**

- Assist with the daily wellbeing and safeguarding protocols surrounding RSW Swimming and all individual swimmers within the programme.
- Ensure swimmers are appropriately provided for in terms of travel to and from competition or training if required.
- Take responsibility for the wellbeing of all swimmers, covering athletic, pastoral and academic perspectives by working closely with the relevant pastoral staff.
- Complete risk assessments for travelling.

### **Communication**

- Assist with communication and promotion of RSW Swimming.
- Hold regular coaches meetings to communicate with swimmers and parents in the setting out of objectives, competition opportunities, squad moves, team selection, nutrition and complementary training.
- Represent the club at meetings as required and foster good relations with our governing bodies, officials and other clubs.

### **Reporting**

- Attend, and provide written reports to, RWS Enterprises board meetings as needed.
- Prepare and present the Head Coach's report to the club AGM.

### **General Duties**

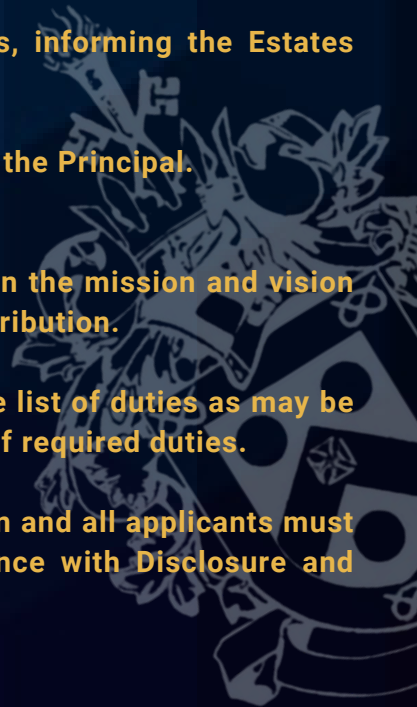
- Adhere to the policies and procedures of RSW Swimming and The Royal School.
- Make a positive contribution to the wider life and ethos of the school.
- Demonstrate consistently the positive attitudes, values and behaviour which are expected within the school community based on mutual respect between students and staff
- Take reasonable care of one's own health and safety and that of others, informing the Estates Manager of any concerns with regard to health and safety.
- Ensure compliance under Data Protection and GDPR.
- Undertake such duties as may from time to time be reasonably assigned by the Principal.

### **Ethos**

Promoting the ethos of RSW Swimming and The Royal School, as expressed in the mission and vision statements, is a shared responsibility to which all staff make a significant contribution.

RSW Swimming and The Royal School reserve the right to amend or extend the list of duties as may be appropriate. This document does not constitute a complete and exclusive list of required duties.

The School is committed to safeguarding and promoting the welfare of children and all applicants must be willing to undergo child protection screening including enhanced clearance with Disclosure and Barring Service and checks with past employers.



# Person Specification

## Qualifications and Training

Essential	Desirable
<p>Level 4 Coaching Swimming qualification</p> <p>NPLQ Lifeguard Certificate</p> <p>Safeguarding Qualification</p> <p>A full driving licence (ability to drive a minibus)</p>	<p>Strength &amp; Conditioning qualification or relevant CPD</p> <p>Minibus driving qualification</p>

## Experience

Essential	Desirable
<p>Minimum of 3 years' coaching experience within a performance swimming environment</p> <p>Proven track record of developing age-group swimmers to County, Regional and/or National level</p> <p>Experience leading squads within a structured performance pathway</p> <p>Experience planning and delivering periodised training programmes</p> <p>In depth knowledge of elite coaching.</p>	<p>Experience working within a school or integrated education–sport setting</p> <p>Experience supporting swimmers progressing into national and elite pathways</p> <p>Experience contributing to programme or pathway development</p> <p>Experience planning training camps and away competitions</p>

## Knowledge and Understanding

Essential	Desirable
<p>Strong understanding of long-term athlete development principles</p> <p>Knowledge of UK swimming structures, competition pathways, and selection processes</p> <p>Clear understanding of safeguarding responsibilities within youth sport</p>	<p>Awareness of current research and emerging coaching methodologies</p> <p>Experience working within boarding or high-performance environments</p> <p>Understanding of school safeguarding structures and expectations</p>

## Skills and Abilities

Essential	Desirable
<p>Ability to plan, deliver and review high-quality training sessions</p> <p>Strong organisational skills, including planning, communication and time management</p> <p>Ability to lead and motivate groups of young athletes while maintaining consistently high standards</p> <p>Clear, confident and professional communication with swimmers, parents and colleagues</p>	<p>Experience using video analysis or performance monitoring tools</p> <p>Experience contributing to recruitment, open days or marketing activities</p> <p>Experience supporting or leading volunteer coaches</p> <p>Experience working as part of a multidisciplinary team</p>

## Personal Attributes and Values

Essential	Desirable
<p>Professional, reliable and accountable in all aspects of the role</p> <p>Demonstrates integrity, discipline and commitment</p> <p>Empathetic and supportive, with the ability to build trust with young people</p> <p>Passionate about swimming and committed to long-term athlete development. The ability to represent the club and school and demonstrate ability to attract new swimmers to the squads.</p> <p>Strong alignment with the values and culture of RSW Swimming</p>	<p>Experience mentoring or developing other coaches</p> <p>Evidence of leadership beyond direct coaching delivery</p> <p>Experience working with swimmers from diverse backgrounds</p>

## Additional Requirements

Essential	Desirable
<p>Willingness to work early mornings, evenings and weekends</p> <p>Willingness to contribute to boarding supervision when required</p> <p>Eligible to work in the UK</p> <p>Ability to manage budgets</p>	<p>UK Driving Licence</p> <p>Passport or ability to obtain one</p>

# The Royal School Values

## INITIATIVE

Initiative and independent learning is built into our curriculum and encouraged through our extended day provision. We encourage our pupils to solve problems themselves and work hard to give them the tools to do so.

## RISK

All success is founded on taking the first step into the unknown. We support our community to take risks and encourage them to develop the skills they need to be resilient. We aim to nurture their love of risk so they keep that excitement throughout their whole lives.

## COMMUNITY

We truly feel like a 'Royal Family'. We welcome families, pupils and staff into our community and encourage everyone to play an active part in building strong links to our school. We provide opportunities through events such as Founders' Day and Prize Day.

## TRUST

At The Royal School, our pupils take pride in being trustworthy learners. As a school, we trust our teachers to support all pupils in their learning and personal development. This trust is seen in the outstanding curriculum that is delivered every day, and the range of experiences on offer.



## RESPECT

The respect we have for one another can be seen in the diversity of our community and the acceptance of all pupils, staff and families for who they are. Respect is seen in the exemplary behaviour of our pupils and the care given to them by our staff.

## RSW Swimming Mission and Values

### Our Mission

To develop young people who are confident, resilient and ambitious – equipped to excel in swimming, education and life. We aim to create an environment where swimmers enjoy the process, commit fully to their development, and leave RSW Swimming prepared for the next stage of their journey.

### Our Values

RESPECT • COURAGE • PROFESSIONALISM • TRUST • ENERGY

These values underpin everything we do at RSW Swimming. They shape how we coach, how we train, how we compete, and how we treat one another – ensuring a culture that is supportive, demanding and consistently high-performing.



# Applications

Closing date for applications is Friday 3<sup>rd</sup> July 2026 at 10am.

Visit:

<https://www.theroyalschool.co.uk/boarding-wolverhampton-west-midlands/staff-vacancies>

For an informal chat or to arrange a pre-application visit and for all other enquiries please contact:  
[mtanner@theroyal.school](mailto:mtanner@theroyal.school)

Please return all completed application forms to Lynne Callaway by emailing [lcallaway@theroyal.school](mailto:lcallaway@theroyal.school)

We wish all applicants the best of luck.





## How to find The Royal School

**By Car:** Postcode WV3 0EG

**By Rail:** Wolverhampton Train Station is located at WV1 1LE.

## The Local Area

The Royal primarily serves the local Wolverhampton area, as well as Shropshire, Staffordshire, and the greater West Midlands. We also maintain our long-established boarding culture and have 80 boarding places taken up by students from far and wide.

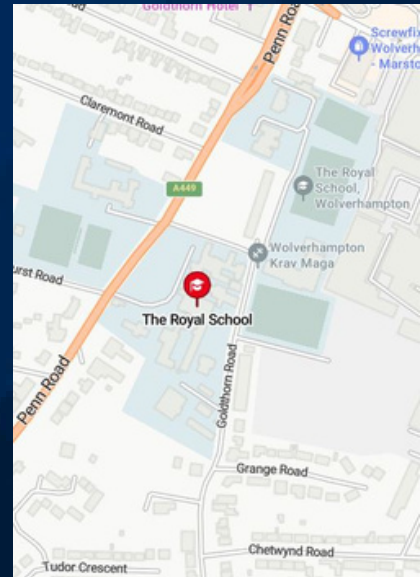
Wolverhampton is a vibrant city in the West Midlands, where you can enjoy a rich cultural and historical heritage.

Ideal for family days out to support learning visits can be made to Wolverhampton Art Gallery, Bantock House Museum Wightwick Manor.

The Halls, The Grand Theatre and Arena Theatre offer shows and entertainment.

Close to Baggeridge Country Park, West Park, The Wrekin, countryside is close to relax and enjoy walks.

Close transport links to Birmingham and Telford for more culture, shopping and a diverse selection of cuisine and entertainment.



### The Royal School Wolverhampton

Penn Road  
Wolverhampton  
WV3 0EG

**Phone** 01902 341230

**Email** [reception@theroyal.school](mailto:reception@theroyal.school)

**Website** [www.theroyalschool.co.uk](http://www.theroyalschool.co.uk)

The Royal School  
Wolverhampton

