



Name:

Post: Swimming Instructor

Grade: Grade 6 (Point Range 15–20)

Special Conditions

- 25 hours per week
- Term time only for 39 weeks per academic year.

Qualifications ASA Swimming Teachers Certificate
NPLQ (National Pool Lifeguard Qualification) or NRASTC (National Rescue Award for Swimming Teachers and Coaches)

Relationships

- The post holder is responsible to the Headteacher.
- The post holder is required to interact on a professional level with colleagues and to seek to establish and maintain productive relationships in order to work as part of a team committed to providing the best possible quality of teaching and learning in the school.
- The post holder needs to ensure the delivery of swimming tuition to pupils and to maintain the safe and efficient operation of the swimming pool.

Principal Contacts Pupils, Teachers, TAs, Headteacher, NHS Staff, Parents

Purpose

- To ensure the school can achieve its core purpose in providing the best possible educational outcomes for all learners.
- To ensure all aspects of safeguarding are fully undertaken in co-operation with all stakeholders.
- To promote the progress and self-esteem of pupils in swimming by providing appropriate teaching of the subject.
- To ensure the safe use of the pool area.

Key Tasks – Swimming Teaching

- Ensure the safety of pool users.
- Plan and deliver lessons appropriate to the classes being taught.
- Record the achievements of pupils in these lessons and monitor their progress through the agreed National Award Scheme.
- Liaise with class teachers to produce and review written Risk Assessments for each class/group of pupils when using the pool.
- Organise opportunities for pupils to participate in galas within school and against other schools.
- Monitor and support the work of any other swimming instructors responsible for Bettridge pupils.
- Organise equipment used by pupils in the pool, carrying out regular safety checks and advise the Headteacher on future requirements or replacements.
- Ensure that replacement badges and certificates are ordered, if applicable
- Liaise with the caretaker to ensure regular checking of chemicals and the pool alarm system and cleanliness of pool and pool area.
- Provide advice to the Headteacher in respect of the Normal Operating Policy and other pool procedures.

Key Tasks – General

- Carry out supervision of pupils as detailed by the Headteacher
- Ensure that all general school policies are observed.
- Have due regard to the responsibility of all employees to ensure a Healthy and Safe working environment.
- Participate in appraisal and staff development activities appropriate to the post.

This job description does not define in detail all the duties/responsibilities of the post. It will be reviewed regularly and may be subject to modification or amendment after consultation with the post holder.

Signed

Date