

Swim Teacher Job Description

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| Post Title: | Swim Teacher |
| Purpose: | <ul style="list-style-type: none"> • To deliver an activities and swim coaching programme for the community. • To ensure the safety of participants in and around the pool area, preventing and responding to emergencies • To be a committed and enthusiastic member of the school staff and contribute to the wider life of the school • To develop and foster positive working relationships with participants, teaching staff, other professionals and parents/carers • To present a professional appearance and attitude at all times, and maintain an excellent standard of customer service. |
| Reporting to and supported by: | Finance and Operations Manager and Lead Swim Teacher |
| Liaising with: | Other staff, primary schools and wider community |
| Degree of contact with students: | High |
| Salary: | Annual salary £2,391 - £2,640 |
| Working Time: | Term time only - 5 hours per week (hours to be agreed) |
| MAIN (CORE) DUTIES | |
| Catholic Ethos: | <ul style="list-style-type: none"> • To ensure that the work fully supports the school's distinctive ethos and mission. |
| Operational/Strategic Planning | <ul style="list-style-type: none"> • To support curriculum and extra curriculum delivery as and when necessary. • To report on the swimming progress of individual students/children • To participate in staff meetings as required • To support the planning, preparation, delivery and evaluation of lessons in accordance with school policies • Support colleagues to control and manage the classes/groups effectively • To praise and manage children's behaviour as appropriate • To plan to meet the varied and special educational needs of individuals • To maintain constant surveillance of activities at the pool to prevent accidents and rescue swimmers in danger of drowning and administer first aid as required • To caution swimmers regarding unsafe practices and safety hazards, ensuring all adhere to the pool rules and regulations • To follow emergency action plan procedures and perform Lifeguard duties in accordance with the school's policies • Promote and deliver 'learn to swim' group sessions, private swimming lessons and assist the PE Department with pool based classes |

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| Enhancing own knowledge, skills and understanding | <ul style="list-style-type: none"> To become proficient in a range of teaching and learning strategies for supporting the development and progression of individual students To keep up-to-date with developments and initiatives for swimming |
| Professional development and raising awareness | <ul style="list-style-type: none"> To be proactive in your role To participate fully in professional development initiatives |
| Curriculum and Extra-curricular Provision | <ul style="list-style-type: none"> To support the school in developing/reviewing /revising schemes of work and activity programmes, as and when required To assist in the planning and organisation of extra-curricular activities to promote swimming and enhance students' learning |
| Sharing information | <ul style="list-style-type: none"> To ensure the efficient exchange of information regarding children both within the school and with other organisations/external agencies, as necessary |
| Support and monitoring | <ul style="list-style-type: none"> To liaise with others involved in supporting children's learning To support individuals' social and emotional needs. To foster good relationships and liaison with parents/carers |
| Communication | <ul style="list-style-type: none"> To ensure the maintenance of accurate and up-to-date information concerning children's progress To ensure effective communication/consultation as appropriate with parents/carers |
| Additional Duties | <ul style="list-style-type: none"> To carry out duties as appropriate to the position of a Swim Teacher To be a First Aider for the school and carry out basic first aid, as and when required To operate as part of the Site Team, as and when required, if unforeseen circumstances result in the swimming pool being out of action Employees will be expected to comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job description. |
| <p>Variation in Role This job description is current (July 2021) but, in consultation with you, may be changed by the Headteacher / Trust Board to reflect or anticipate changes in the job commensurate with the grade and job title.</p> | |
| <p>St John's School has an Equality and Diversity Policy and expects all members of staff to support that policy by behaving in a non-discriminatory way.</p> | |
| <p>The successful candidate will be subject to relevant vetting checks, including a satisfactory DBS check before an offer of appointment is confirmed. Following appointment, the employee will be subject to re-checking as required from time to time by the Academy Trust.</p> <p>Bishop Hogarth Catholic Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.</p> | |

Name:

Signed:

Dated: