



## JOB DESCRIPTION

### Level 2 Swimming Teacher

**Promote and exemplify the School Mission:**

'To prepare each child for life and inspire a love of learning.'

**Promote the School Values:**

- Respect, Kindness, Courage, Honesty, Resilience
- A warm family atmosphere
- The pursuit of excellence
- A generosity of heart
- A robust vitality

**1. Purpose of the job**

- To assist in the teaching of swimming to children following the National Plan for Teaching Swimming (NPTS) framework, encouraging swimmers in achieving their maximum potential.
- To support the Swimming Scheme Manager in developing the swimming scheme program.
- To provide administration support including the reporting of pupil performance/progress and the updating of registers.
- To always meet the set standards of service and product delivery, and to add value to the customer experience.

**2. Relationships (including accountability)**

- Accountable to the Swimming Scheme Manager.

**3. Duties & responsibilities**

- To communicate effectively and build good working relationships with our Level 1 and 2 Swimming Teachers and the Swimming Scheme Manager.
- Maintain an accurate and up-to-date register of all swimmers attending each session.
- Record details of any particular needs of individual swimmers.
- To create a safe and fun pool environment for all children.
- To set up and put away and equipment needed for lessons.
- Abide by all policies and codes as requires by the facility.
- Be aware and understand the facility Emergency Action Plan and Normal Operating Procedures (EAP and NOP).
- Attend meetings and training where appropriate.
- To follow and promote the Swim England Child Protection Policy.
- To maintain qualifications to ensure that they are renewed and updated as and when required.

**General:**

- Reappraising professional performance, participating in training courses and keeping informed of current legislation, best practice and Health & Safety requirements.
- To provide a safe, well organised and attractive environment for visitors.
- To ensure punctuality and example in attitude, manners and dress at all times.
- To be familiar with and work within the required Health and Safety standards as laid out in the School's policy and administered through the Bursar (Health and Safety Officer).
- To support and uphold the School's policies and procedures.

**4. Safeguarding Children**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out their duties, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to one of the School's Designated Safeguarding Leads or to the Headmaster.

This job description is not intended to be all embracing and the post holder shall be required to carry out other duties as necessary and required, commensurate with training and experience.