



## Job Description

**DEPARTMENT:** Strathmore School

**POST TITLE:** Swimming Teacher

**CONTRACT:** Casual Contract

**GRADE:** £17 per hour

**EFFECTIVE DATE OF JOB DESCRIPTION:** 07/01/2019

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**HOURS OF DUTY:** Casual Contract

**REPORTS TO:** Executive Headteacher

**RESPONSIBLE FOR:** None

**LIASON WITH:** **Executive** Headteacher, Deputy Headteacher, Assistant Headteacher, Class Teacher, other school staff, professionals outside the school, parents, carers, pupils

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### Purpose and Objectives of Work

To be responsible for providing high quality swimming lessons within the guidelines of the ASA National Plan for Teaching Swimming.

***The Auriga Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The successful applicant will be required to undertake an Enhanced DBS Check with a check of the DBS Barred List***

### Duties and Responsibilities

1. To teach swimmers of varied abilities and Special Educational Needs and Disabilities and help them to achieve the aims required by the ASA standards.
2. Create a positive and fun environment to motivate and encourage pupils to participate and develop an ongoing enjoyment of swimming, water sports and physical activity.
3. To organise and supervise pupils participating in swimming galas at Strathmore and in public pools.
4. To and record pupil progress, enabling pupils to receive awards (e.g. Swim England) and report to class Teachers and other professionals.
5. To follow school procedures to ensure safe and hygienic environment and lessons, reporting all accidents or incidents in a timely manner.
6. To set-up and put away any equipment needed for lessons, and to report any damage of equipment or the pool environment to the Site Manager.

7. To ensure the hydro pool is left in a secure state at the end of the session.
8. Be familiar with and contribute to the updating of the Normal and Emergency Operating Procedures and ensure that the contents of these are followed.
9. To carry out pool testing before and after lessons.
10. To monitor and correct any unsafe practices carried out by staff, pupils and other professionals.

### **Other Duties and Responsibilities**

1. Work as part of the staff team at the direction of the Executive Headteacher/ Deputy Headteacher/ Class Teacher to support pupils.
2. Establishing and developing a positive relationship within the School Community, including pupils, staff, parents and other professionals.
3. Be aware of key school policies and procedures, especially Health and Safety and Safeguarding policies, reporting concerns to the appropriate person.
4. Respect the confidentiality of pupil information and respond sensitively to pupils' needs.
5. Communicate and liaise with professionals within and external to the school.
6. Within contracted hours, attend staff meetings as required.
7. All staff are expected to work as a whole school team towards the School Development Plan objectives within a spirit of mutual professional respect and to foster a positive school climate in which all are supported to thrive and learn.
8. Within contracted hours, undertake Induction training and other training as may be required for the better performance of your duties.
9. Undertake all duties and interactions with employees, partner providers fairly, without unlawful discrimination and with due regard to the Trust's and Equality policy.

*These are the key tasks as currently defined. They are not listed in priority order and postholders should not place emphasis on the location of the task within the forgoing job description. From time to time the key tasks may be varied and the postholder will be expected to take on such variations within the constraints of the grade and the level of responsibility implied in it.*

## Person Specification

The appointment panel will be looking for evidence that the candidate has demonstrated their ability to fulfil the criteria.

Please use the key below to identify which sources we will be looking at for the evidence that the criteria have been met.

**A** Application      **I** Interview      **R** References

	Criteria	Source	Essential (E) or Desirable (D)
<b>Education and Qualifications</b>			
1.	Level 2 Numeracy and Literacy skills	A, R	E
2.	Swim England/ASA Level 2 in Teaching Swimming or STA Level 2 Certificate in Swimming Teaching	A	E
3.	STA Award in Aquatic Teaching - People with Disabilities	A	D
4.	First Aid qualification	A	E
5.	Kiefer Rescue Board training	A	D
<b>Experience</b>			
6.	Proven ability to plan and deliver swimming lessons to children and young adults	A, I, R	E
7.	Experience of working within a school	A, I, R	E
8.	Experience working with children and young adults with SEND	A, I, R	D
<b>Skills/Abilities/Knowledge</b>			
9.	Ability to work independently and use own initiative appropriately	A, I, R	E
10.	Ability to work successfully with pupils who have Special Educational Needs, including those who have behaviour support needs	A, I, R	D
11.	Ability to use basic ICT effectively (e.g. computer, iPad, digital camera, downloading, photocopier etc.) to support learning	A, I, R	E
12.	Ability to self-evaluate learning needs and actively seek and take advantage of learning opportunities (e.g. attending training, sometimes out of normal working hours)	A, I, R	E
13.	Effective time management and organisational skills	I/ R	E
<b>Personal Qualities</b>			
14.	Excellent interpersonal skills, with the ability to develop effective working relationships with others	I/ R	E
15.	Effective communication skills	I/ R	E
16.	Adaptable and flexible to meet the needs of the school	I/ R	E
17.	Willingness to actively participate in the wider life of the school	A, I, R	E
<b>Additional Contractual Obligations</b>			
18.	Commitment to promoting the wellbeing and inclusion of pupils with learning difficulties	A, I, R	E