



Shrewsbury School

JOB DESCRIPTION and PERSON SPECIFICATION

SWIMMING INSTRUCTOR

Section:	Sports Department	Annual Leave:	5 weeks pro-rata (paid in annualised pay)
Responsible to:	Sports Facilities Manager	Hours of Work:	18 hours per week
Status of position:	Part Time	Salary Range:	See section 6

I. INTRODUCTION

Shrewsbury School is an independent boarding school, committed to the highest standards of education. Its vision is to be the best independent boarding school north of the Thames Valley, and to be comparable with the best in the United Kingdom in terms of breadth, depth and quality of achievement.

The School is a registered charity with a number of wholly owned trading companies. The School is administered by a Governing Body, which currently has 18 members. The Governing Body and its Committees meet once a term. On occasions there are ad hoc committees to oversee the planning and execution of particular projects.

The Bursar is responsible to the Headmaster and the Governing Body for the overall financial management of the School and its resources in order that the School's objectives can be met. The School has approximately 350 employees and an annual turnover of over £17,500,000. The Bursar is supported by the Head of Estates, Financial Controller, General Services Manager, Head of Grounds, Human Resources Manager and their teams.

2. MAIN PURPOSE OF ROLE

The Swimming Instructor will be called upon to undertake duties in providing swimming instruction to children enrolled onto the Shrewsbury School Swimming Academy. Children will typically be aged between 4 and 14 years and be a wide range of abilities.

3. LEVEL OF POSITION

The Post holder will be directly responsible to the Swimming Co-ordinator and Sports Facilities Manager who are responsible for day-to-day Line Management to include appraisal, training and development and health and safety.

4. DUTIES AND RESPONSIBILITIES

The duties and responsibilities below are illustrative duties. The position holder will be expected to become involved in a range of work, on occasions that may not be illustrated below.

Main Responsibilities:

- To teach Swimmers /individuals of all abilities and help them achieve the aims required by the ASA standards. To do so in a safe and encouraging manner.
- To positively contribute to the team.
- To develop positive relationships with Swimmers and parents/guardians; be a positive role model, creating a positive and fun environment in which to motivate and encourage pupils to participate.
- To develop and implement session plans, in line with school policies and procedures, which ensure structured, high quality instruction; centered on the needs of the participants.
- To ensure all Swimmers feel challenged during their weekly lesson and maintain positive feedback.
- To update and record the Swimmers child progress record on a weekly basis in accordance with Shrewsbury School's procedures. Communicate professionally with parents/guardians where necessary.
- To set-up and put away any equipment needed for lessons. Make notes of any particular needs of an individual swimmer and liaise with the Swimming co-ordinator as necessary.
- To undertake any additional duties as may be required by the Swimming Co-ordinator or Sports Facilities Manager.
- To attend termly Swimming Academy meetings.

Specialist Responsibilities

- To teach to ASA standards; maintain current knowledge of governing body programs, policies and practices.

Safeguarding Responsibilities:

- To follow and promote Shrewsbury School's Child Protection Policy at all times. Report any Child Protection matters to the Designated Child Protection Officer.

Training and Development:

- To be committed to continuous professional development relevant to the post and post holders own training needs, but also as required by the School, either in or outside your normal working hours. All statutory training must be completed within your probationary period.

Contacts

In all contacts the successful applicant will be required to present a good image of Shrewsbury School as well as maintain constructive relationships.

5. TERMS AND CONDITIONS

- ❖ **Salary:** The Swimming Instructor's pay will be annualised and dependent upon qualification as detailed below:-

- Level 1 qualified - £7,740 annualised pay pa (£10.00ph)
- Level 2 qualified - £9,288 annualised pay pa (£12.00ph)
- Level 2 plus Level 1 coach award and 2 years + experience - £10,449 annualised pay pa (£13.50ph)

Annualised pay is calculated on a paid working year of 43 weeks on the following basis:-

- 32 weeks - term-time working
- 6 weeks - additional working weeks in holidays
- 5 weeks - holiday Entitlement

Note: Shrewsbury School term-time weeks are shorter than the state school term-time weeks.

- ❖ **Hours:** This is a part time position, working 18 hours per week as follows:

- Tuesday 5pm – 8pm
- Wednesday 4pm – 6.45pm
- Friday 4pm – 7.30pm
- Saturday 9.30am – 2pm
- Sunday 10am – 2.15pm

The Swimming Pool is operational throughout the year and therefore the post will include working hours during the school holidays (hours may vary). Working weeks are as detailed above.

- ❖ **Holidays:** Your holiday entitlement of 5 weeks is incorporated into your annualised pay, you are therefore paid for this entitlement. Please note that you will not be able to take any holidays during your contract working weeks.
- ❖ **Other:** You will be expected to have an up-to-date Disclosure & Barring Service (DBS) Certificate, which is required every 3 years, Shrewsbury School will organise and pay for the successful applicants DBS Certificate.



Shrewsbury School

Person Specification

SWIMMING INSTRUCTOR

A = Application form, D = Documents, I = Interview, P = Presentation, T = Test/Exercise

Description	Essential	Desirable	Method used
Qualifications			
ASA Swimming Teacher level 1 (equivalent STA qualification considered)	✓		A / D
ASA Swimming Teacher level 2		✓	A / D
ASA Swimming Coach Level 1 and 2		✓	A / D
NPLQ		✓	A / D
Work Experience			
Previous work experience in a similar role would be an advantage.	✓		A / I
To have a knowledge of the ASA National Plan for Teaching Swimming skills, techniques and awards.	✓		A / I
Experience of teaching pupils in groups of mixed ability and age.	✓		A / I
To have a good knowledge of swimming techniques	✓		I
Good interpersonal and pro-active skills.	✓		A / I
Excellent communication skills to liaise with a wide range of people.	✓		
Experience of working independently and as part of a team.	✓		A / I
To ensure standards for quality, customer service and health and safety are met.	✓		A / I
Specialist Knowledge			
Awareness of Health & Safety at Work Regulations in a Swimming Centre environment.	✓		A / I

Description		Essential	Desirable	Method used
	Personal Skills			
	Ability to establish and maintain positive relationships and empathise with Swimmers of all abilities.	✓		I / D
	Well organised, task orientated and able to co-ordinate a range of activities.	✓		I
	Self motivation and personal drive.	✓		I
	The ability to deal with pupils and parents and their queries and concerns with tact and sensitivity.		✓	D / I
	Must be reliable and committed.	✓		D / I
	Ability to work within a small team, working and supporting colleagues.	✓		A / I
	Other / Special Working conditions			
	Must attend all statutory training programmes	✓		A / I / D
	An understanding of Child Protection and Safeguarding Policies and how they apply to the Swimming Instructor role and responsibilities	✓		A / I / D
	Able to work unsocial hours ie: evenings and weekends	✓		A / I / D