

Swim Coach

Required ASAP

John Lyon is a vibrant independent day school for boys aged 11 to 18, located in Harrow on the Hill. The post of Swim Coach has recently become vacant and the School wish to recruit a highly qualified and competent individual to take pool coaching and activities to the next level.

Applicants must possess a Swimming Certificate Level 2 as a minimum qualification and a proven ability in developing and leading a competitive swim and water polo programme as well as organising and managing swim galas and in pool events.

Hours: 20 hours per week (Monday – Friday Mornings) x 34 weeks per annum.

Actual Salary: 10,296 pa inc.

For further information or to apply for the role please refer to the School website where a job description, person specification and application form can be found.

<http://www.johnlyon.org/information.aspx?SubCatID=53&PageID=83>

Completed applications should be returned to recruitment.support@johnlyon.org

Please be aware that CV's alone will not be accepted.

Applications will be assessed in order of receipt and interviews may occur at any stage after applications are received. Please apply as soon as possible.

Closing date for applications: 9am on Wednesday 14th February 2018.

The School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

The John Lyon School is an equal opportunity employer.

Swimming Coach

JOB DESCRIPTION

Reporting to: Director of Sport

About John Lyon

Founded in 1876 as an Independent day school for local boys, John Lyon is one of the top independent day schools for boys in the UK. We pride ourselves on our broad yet balanced curriculum and ability to tailor an education to meet the individual needs of our students. Our ethos is to treat every boy as an individual, strive for academic excellence and provide outstanding pastoral care whilst offering a broad range of opportunities outside of the classroom. The School has consistent excellent results with 'value added' at all levels, GCSE, AS and A-Level.

The School campus is spread across six buildings in Harrow-on-the-Hill and is part of John Lyon's Foundation. We have a clear set of values that are vital to our community. These values shape who we are, what we do and how we do it.



AMBITION



EXCELLENCE



INNOVATION



RESOLVE



HERITAGE



COMMUNITY



CREATIVITY



ENQUIRY

The Role

The John Lyon Sports Centre was opened in 1996 and comprises a multi-purpose sports hall, 25 metre swimming pool and fitness suite. The Swimming Coach will dedicate most of their time to teaching and coaching pupils to swim. Although not expected to attend Parent's Evenings, the Swimming Coach is expected to complete progress reports on all pupils so that Sports Department teachers can pass these comments to parents. There is also the requirement to teach pupils from visiting Schools.

Main Responsibilities

- To deliver lessons which motivate, educate and encourage pupils of varying abilities.

- For the duration of the lesson to instruct, provide feedback and encouragement to participants.
- Assess new pupils as required outside of planned lessons and deliver catch up sessions.
- Communicate with swimmers and parents updating them on progress.
- Report on pupils progress and areas of development.
- Structure lessons with the DOS according to the ability of the participants to ensure progress to award standard.
- Develop a competitive swim programme with regular team training and entry to competitions and gala's.
- Continue to develop a waterpolo team training and entry to competitions.
- Teach and coach JL pupils or pupils from outside School's to swim.
- To work closely and support the other Sports Centre Assistant, DOS, teachers, and all staff responsible for sporting activities.
- To keep the DOS and the Estates Manager regularly and fully informed on any matters concerning the management, upkeep and administration of the swimming pool.
- To understand and ensure that all users and staff comply with the Centre's operating and safety procedures and emergency action plans.
- To ensure that all building systems (air conditioning, pool plant) are carefully controlled and monitored with due regard to prudent safety and comfort factors.
- To ensure that all areas of the centre are correctly set up to meet the requirements of staff and pupil lessons.
- To follow the full range of written and comprehensible procedures covering all areas of the Centre. These are to be constantly reviewed and updated whenever necessary
- To report any defects to materials or swimming equipment. Remove from use any dangerous or defective equipment.
- To deal with and report as necessary all accidents, incidents and emergencies and to maintain appropriate records.
- Attend department meetings, training courses and other staff meetings as required.
- Ensure teaching resources are in good working order and are safe to use.
- Maintain all sports equipment and ensure that storage rooms are kept clean and tidy.
- To work poolside as a Lifeguard as and when required.
- To offer support as and when required to any member of the Sports Department.
- To constantly update, manage and complete registers, which must remain on site.
- Attend progress and award meetings.
- To ensure compliance with the Health and Safety at Work Act 1974 and other relevant legislation.
- As the School's swim coach, you may be asked to assist with other areas of the PE curriculum if the pool is out of use.

It should be noted that a job description is not an exhaustive list of activities, and employees may be asked to carry out other duties commensurate with the grade of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted if this is necessary.

Person Specification

In making an appointment at John Lyon we look for the person who, at interview and by virtue of their qualifications, best demonstrates their proven skills and abilities as follows:

Criteria	Essential	Desirable
Education/Qualifications		
A good general education	x	
First Aid at Work Certificate		x
Hold a minimum of ASA Level 2 Certificate in Coaching or equivalent	x	
Hold an NPLQ and/or NVQ level 2 in Instructing Exercise and Fitness or a professional qualification in Sports/Leisure Management (if not currently held, the individual will be encouraged to obtain one as soon as is practicably possible)		x
Current Royal Life Saving Society (RLSS) qualification/ NPLQ or National Pool Lifeguard qualification	x	
Qualified to assist in other areas of the PE curriculum		x
Skills and Experience		
Able to provide basic swimming instructing and general water safety.	x	
Organised and able to deliver planned outcomes as directed.	x	
Possess basic ICT skills with the ability to use Word, Excel and Outlook.		x
Able to work as part of a team.	x	
Previous experience in the leisure or educational sector		x
Able to introduce methods to motivate pupils.	x	
Ability to maintain class control	x	
Full Driving Licence	x	
Personal Qualities		
Highly organised with the ability to multi task	x	
Flexibility to work different hours when required or cover lessons as required.	x	
High standards of personal presentation	x	
Enthusiastic and committed	x	
Ability to remain calm under pressure showing tact and common sense	x	
Methodical approach to coaching	x	
Proven ability to manage a varied workload and use own initiative when problem solving	x	
Proven ability to work unsupervised	x	
Effective team player	x	
Self-starter and proactive with a can do attitude	x	
Empathetic and able to deal with pupils, staff, parents and others in a friendly but formal manner	x	
Able to lift (with assistance where appropriate) items of maintenance and sports equipment.	x	
A desire to achieve relevant qualifications and acquire skills whilst in the role.		x

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 the duties of the post 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 the School's Designated Safeguarding Lead.

This position is subject to an ENHANCED DBS certificate in the event of a successful application. Copies of the School's Code of Practice and Policy on the Recruitment of Ex-Offenders are available from the Personnel Department.

In accordance with the Health and Safety at Work Act 1974 all employees have a duty to look after their own and others' health and safety.

The John Lyon School is an Equal Opportunity Employer