



Hodge Hill College

Job Description

Hodge Hill College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful candidate will be requested to apply for Enhanced Disclosure from the disclosure and Barring Service, although a criminal record will not necessarily be a bar to obtaining the position.

INTRODUCTION

NAME OF POST HOLDER: Vacancy

Post Title: Sports Instructor including (swimming)

Salary: Grade 3 £16,986- £21, 824 (actual salary range)

Hours: 36.5 hours per week – term time only

Responsible to: Director of Learning Sports, Vocation & Community

1.0 **JOB PURPOSE:**

- 1.1** To provide support for sports and activities during the school day and in after-school clubs.
- 1.2** To deliver the swimming curriculum across all Key Stages

2.0 **DUTIES AND RESPONSIBILITIES:**

- 2.1** Work to assigned timetable and follow guidance from the leadership group about the basic role, complying with school policy and ethos.
- 2.2** Assist with team-teaching of students on a daily basis.
- 2.3** To implement assessments following the criteria set out in the P.E. Staff Handbook
- 2.4** Ensure that the use of working time is well-balanced to ensure support for pupils academically, personally and socially.
- 2.5** Ensure that some dedicated time is allocated each day to classroom or PE support to enable pupils and class-based staff to recognise the value of mentoring in supporting personal, academic, social and physical progress.
- 2.6** Keep some flexibility of timetable to enable swift response to new referrals or short term needs.

- 2.7** Use the school systems to ensure good communication about sports activities, in order to keep the sports profile high and to keep staff informed where there are changes to timetables.
- 2.8** Work closely with other sports staff to ensure a consistent approach.
Creating displays on the departments display boards
Attending departmental meetings
Ensuring PE/Sports facilities and equipment are safe for use
Contributing towards the department and schools' extracurricular activities
- 2.9** Be flexible enough to respond to the individual short-term needs of pupils, parents or staff.
- 2.10** Keep in close contact with parents and staff, particularly in discussion about the progress of pupils, physically, personally and socially.
- 2.11** Keep records of pupils attending after-school swimming clubs, communicating well with classroom and administrative staff, lead teachers and parents to facilitate good liaison.
- 2.12** Help pupils develop positive attitudes to learning through support inside and outside the classroom.
- 2.13** Support and/or encourage pupils to take part in programmes or initiatives, especially during break-times, including a full programme of lunchtime and after-school activities.
- 2.14**
- Be able to demonstrate good quality relationships with staff, pupils and parents, particularly in discussions about the progress of pupils.
 - To take part in school events to add a sports perspective, enabling the school community to recognise its value.
 - Develop and maintain a bank of suitable resources.
 - To take responsibility for sports equipment in out-of-hours programmes.
 - To ensure all tasks are carried out with due regard to Health and Safety.

2.15 You will be expected to:-

- Adhere to processes and procedures whilst the pupils in your care continually have a fun, stimulating and safe time
- Risk assess and manage poolside safety before, after and during all swim sessions
- Plan and deliver a variety of other activities with structure and enthusiasm; encouraging maximum participation
- Plan structured coaching sessions appropriate to the pupils
- Ensure that the activity within each session offers progressive development towards defined goals, particularly those related to the national Curriculum requirements
- Deliver sport and recreation activities take place in a safe environment with due regard to Health and Safety recommendations
- Demonstrate knowledge of accident, incident, and emergency procedures
- Report accidents and incidents
- Be responsible for the collection and care of sports equipment
- Ensure equity in sport and promote fair play
- Promote exit routes to individuals whenever possible

2.16 OTHER:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
 - Supporting and contributing to the school's responsibility for safeguarding students
 - Working within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
 - Maintaining high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
 - Promote actively the school's corporate policies.
- First Aid and Critical Incidents
 - act as additional First Aider for the school
 - assist in the swift and orderly evacuation of the school
 - ensuring first aid boxes in department are replenished
- Meetings & events
 - Attend and participate in such Staff Meetings / other working groups as are appropriate to the role
 - Attend in school and out of hours functions as required
- Professional Development
 - Attend and participate in training and staff development programmes as per the school's Staff Development Policy

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

2.17 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

OBSERVANCE OF THE CITY COUNCIL'S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

SUPERVISION RECEIVED:

3.0

4.1 Supervising Officer's Job Title: [TO BE INSERTED]

4.2 LEVEL OF SUPERVISION

- ~~1. Regularly supervised with work checked by supervisor~~
2. Left to work within established guidelines subject to scrutiny by supervisor
- ~~3. Plan own work to ensure the meeting of defined objectives~~

4.0 **SUPERVISION GIVEN:** (excludes those who are **indirectly** supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

- Use 1, 2 or 3 as in 3.2

5.0 **SPECIAL CONDITIONS:**

- 5.1** Applicants must have a minimum of the NPLQ and a Level 2 Swim Teacher Qualification
- 5.2** Experience of teaching a range of ages and abilities
- 5.3** Has experience of classroom management

SIGNATURES:

This job description is current at the date below but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed.....
(Employee)

Signed.....
(Headteacher)

PERSON SPECIFICATION
Sports Instructor

	Criteria	Essential	Desirable
Skills, Knowledge & Experience.	a. Experience of working as a Lifeguard b. Able to organize and prioritise workloads c. A good practical knowledge of health and safety issues in swimming pools. d. Experience/ability to work within a team e. Knowledge and skills to perform effective water rescue. f. Evidence of continuous lifeguard training/assessment since passing qualification. g. Able to perform basic aquatic 1 st aid h. Able to concentrate and observe pools for lengthy periods of time i. Able to respond quickly and appropriately in an emergency j. A willingness to take responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with k. You must be able demonstrate your suitability to work with children and that this will include motivation, ability to maintain appropriate relationships with children, emotional resilience to challenging behaviour, and attitudes to the use of authority and maintenance of discipline (as part of the safeguarding process)	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓
Equal Opportunity	a. Must be able to recognise discrimination in its many forms and willing to put the Council's Equal Opportunity Policies into practice.	✓	
Qualifications	a. NPLQ or NARS full Lifeguarding qualification b. A recognised First aid at work certificate.	✓	✓
Personal Qualities	a. Ability to communicate with people from a range of backgrounds b. Ability to work without close supervision and contribute to own performance goals. c. Ability to quickly assimilate verbal and written instructions and act upon it d. Ability to deal effectively with problems, and be able to resolve them to the customer's satisfaction.	✓ ✓ ✓ ✓	
Other	a. Availability to attend staff training sessions as required b. Good eye sight c. Physically fit	✓ ✓ ✓	

Please note any issues identified in your reference will be taken up at interview.

All offers of appointment are subject to:

- a) Satisfactory medical clearance.** All successful candidates complete a medical questionnaire and maybe required to pass a medical examination.
- b) Satisfactory references.** One of which should be your line manager in your present or most recent employment, or if you are at school, college or university leaver, your Headteacher or Tutor.
- c) Confirmation of correct National Insurance number** through checks with the relevant government agencies
- d) Criminal records clearance at the enhanced level**

- e) **Eligibility to work in the UK** by providing a relevant document as specified by the Asylum and Immigration Act 1996
- f) **Evidence of qualifications** outlined on your application form