



Warwick  
Preparatory  
School

## Swimming Teacher

### INFORMATION FOR APPLICANTS

Warwick Preparatory School

Bridge Field, Banbury Road, Warwick,

CV34 6PL

Telephone (01926) 491545

#### **Warwick Prep School and Warwick Independent Schools Foundation**

Warwick Preparatory School is a large day preparatory school situated on the Warwick School campus a few minutes' walk from the historic town centre of Warwick and within a skilful longbow shot of Warwick Castle. It occupies a fine site with exceptional facilities and is a flourishing community of almost 500 pupils from the age of 3 to 11 including a Nursery of some 60 children. The school is one of the three schools which make up the Warwick Schools Independent Foundation and so has significant links with the two nationally-recognised senior schools in the town, King's High School for Girls and Warwick School.

In September 2016, Foundation Governors announced its exciting 2020 vision for the Foundation, which will see the move of King's High School (currently located in Warwick town centre) to the Myton Road site to create a family of schools on one campus. The project will represent a major investment in all three schools which will strengthen them individually, provide equality of opportunity for boys and girls of all ages, and facilitate the collaborative opportunities uniquely available to the Foundation. Part of the investment will include a new and substantial, state of the art Music School which will be shared by both Warwick Prep, and King's High School. More information on Project One Campus can be found by accessing the dedicated website [www.projectonecampus.co.uk](http://www.projectonecampus.co.uk)

#### **Structure and facilities at Warwick Prep**

The Pre-Prep (Nursery to Year 2) at Warwick Prep includes girls and boys, with each class teacher having the support of a full-time Nursery Nurse or Teaching Assistant. All the boys leave us at the end of Year 2 with the great majority moving on to Warwick Junior School on the other side of the campus. From September 2014, the school began an expansion programme to include four classes of 20 children so as better to meet the demand that exists for places. This expansion programme is now complete and the classroom extension to accommodate the new structure opened at the start of this academic year. In the Prep Department (Years 3 to 6) there are two forms in each year, made up of classes of around 25 girls. However, the girls are rarely taught in such group sizes, as there is setting in English and Maths and in most specialist subjects the form is split into two groups. Pupils are taught and looked after by a Form Teacher who will take them for a number of academic subjects, but in addition there is specialist teaching

in Science, French, D&T, Art, Games/PE, Music and Computing. At the end of Year 6 the majority of girls make the natural step to our sister school, King's High.

Our facilities include a sports hall, a hall/gymnasium, an astro-turf, specialist teaching areas for Science, Art, Music, Design and Technology, as well as a computing room and networked provision across the school. There is a very well stocked, modern library at the heart of the school and this is managed by our school Librarian. Our links with the two senior schools within the Foundation give us access to many superior facilities including a swimming pool, some 40 acres of grounds, a professional standard theatre venue (Bridge House Theatre) and the recently opened 'Warwick Hall.' Warwick Prep School is certainly an exceptionally stimulating educational environment.

The Head, Mrs Hellen Dodsworth, is a member of IAPS and is responsible for the leadership and management of the Prep School. She is very ably supported by the Senior Leadership Team which includes Mrs Tanya Hill (Deputy Head), Mrs Deborah Ward (Head of Prep Department), Mrs Gill Smeeton (Head of Pre-Prep Department) and Mrs Charlotte Graham (Marketing & Admissions Manager).

Numbers at the school are extremely healthy, with classes being full and waiting lists in many years. The school has a long-standing academic reputation but is also known for its very friendly, family atmosphere, where children can enjoy their childhood, develop a love of learning and become confident, creative and independent young people. The school looks to develop the talent of each and every child and the successful applicant for this post will be able to play a significant role in ensuring that this continues to be a key feature of the school, in this case in the swimming pool.

The school day for children runs from 8.40am to 3.45pm, Monday through to Friday, though the school is 'open' from 8am to 5.45 each day.

**The school is committed to safeguarding and promoting the welfare of children and young people and all aspects of staff and volunteers to share this commitment.**

#### **Statement of Ethos**

We place great emphasis on a broad and inclusive education, in a nurturing and supportive environment, whilst striving for excellence in all that we do. In celebrating each girl and boy for the unique qualities they bring to our community, we encourage them to explore and develop their interests, gain confidence in themselves and in their abilities, and seize the rich opportunities life offers.

We seek to prepare all our boys and girls for a life of learning and fulfilment, and for the fast-changing world of the 21st century as responsible, active and compassionate global citizens.

In all that they do, we encourage our children to 'Aspire, Achieve, Enjoy', and to be the best that they can be.

#### **Statement of Religious Ethos**

Founded on Christian principles, we welcome pupils of all faiths and none. King's High School and Warwick Preparatory School are committed to enhancing the contribution we can make to society as a whole, and, in embracing diversity, to equal opportunities for all.

#### **School Aims**

Warwick Preparatory School's aim is to inspire each girl and boy to be the best that they can be within a happy, safe and stimulating environment by providing an education of the highest quality delivered by a team of dedicated, professional and caring staff.

*The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

To achieve this aim the school will:

- Maintain a well ordered and supportive community in which every child can feel secure, grow in self-confidence and find their own voice
- Offer breadth, balance and challenge in all aspects of education: intellectual, aesthetic, physical, moral and spiritual
- Encourage individuality, initiative, creativity, independence and enquiry
- Inspire a positive and committed attitude to learning
- Promote respect for others and encourage responsible behaviour and attitudes within a Christian ethos.

***The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***



# WARWICK PREPARATORY SCHOOL

## Swimming Teacher

<b>ACCOUNTABLE TO</b>	Headmistress and School Governors
<b>REPORTING TO</b>	Warwick Prep Director of Sport
<b>LOCATION</b>	Warwick School Pool
<b>CONTRACT</b>	Permanent
<b>HOURS</b>	Thursdays 7.45am - 9am and 2.15pm - 4.30pm
<b>REMUNERATION</b>	£17.96 per hour (subject to review)

### **JOB PURPOSE**

To deliver lessons which motivate, educate and encourage children of varying abilities

### **Key Responsibilities**

- a) Teach with full regard to Health & Safety, coordinating and communicating with other instructors and lifeguards on the supervision of pupils both in and out of the pool.
- b) To ensure the lesson programs are safe and appropriate to the needs/abilities of the participants involved and provide supervision and assistance to all participants.
- c) Plan lessons and swimming galas with the Swimming Co-ordinator according to the ability of the participants
- d) To welcome all participants in a professional and friendly manner.
- e) For the duration of the lesson to instruct, provide feedback and encouragement to participants
- f) Liaise with Swimming Co-ordinator or Director of Sport on pupils' progress and record as required to ensure progress to next standard.
- g) Communicate with swimmers and parents updating them on progress and development.
- h) Assess new pupils as required.
- i) To log and report any incidents/accidents or any other Health & Safety concerns to the Swimming Co-ordinator or Pool Duty Manager.
- j) Ensure safe provision of all equipment and ensure it is used correctly within Health & Safety guidelines following risk assessments.

***The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

- k) Attend regular training and updates (for example Child Protection training)

#### **General Duties**

- a) Contribute to the overall ethos/work/aims of the school.
- b) To arrive in good time before the lesson start time and to ensure facilities are set up appropriately.
- c) Present and conduct yourself in an appropriate manner with courtesy and regard for others.
- d) Wear suitable clothing for teaching when in the water and uniform when out of water.
- e) Maintain your qualifications, ensuring they are up to date and relevant.
- f) Attend team meetings, training sessions, employee review sessions, CPD courses as required.
- g) Comply with policies and procedures relating to child protection, health & safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- h) Actively promote good relationships with other staff, both academic and non-academic.

#### **Note:**

This job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post holder and Warwick Preparatory School in understanding the prime functions of the post. It should not be regarded as exclusive nor exhaustive as there may be other duties and requirements associated with and covered by the post.

***The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

## Person specification

	Essential Criteria	Desirable Criteria
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Amateur Swimming Association Level 1</li> <li>Completed a broad education that included GCSE Grade C (or above) in English Language and Mathematics (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>Amateur Swimming Association Level 2 or above</li> <li>First Aid</li> <li>Lifeguarding</li> <li>Computer Literacy and Information Technology (CLAIT) Level 2 or European Computer Driving Licence (ECDL) or equivalent</li> </ul>
<b>Experience/ Knowledge</b>		<ul style="list-style-type: none"> <li>Experience of teaching children from the age of 5 to 11 years old.</li> </ul>
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>Ability to instruct pupils of varying ages and abilities</li> </ul>	<ul style="list-style-type: none"> <li>Ability to assess and monitor pupil progress.</li> <li>Follow procedures and planning as given by the swimming co-ordinator.</li> </ul>
<b>Aptitude</b>	<ul style="list-style-type: none"> <li>Excellent verbal communication</li> <li>Proven track record of teaching swimming</li> <li>Confident with the ability to enthuse and motivate children</li> <li>Flexible with regards to availability</li> <li>Willingness to teach in the pool itself as well as from poolside.</li> </ul>	
<b>Safeguarding Children, Young People and Vulnerable Adults</b>	<ul style="list-style-type: none"> <li>Understands their role in the context of safeguarding children, young people and vulnerable adults</li> <li>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> </ul>	
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>Understanding of the requirements of Equality and Diversity</li> </ul>	

## General Information

We are seeking to appoint a part-time swimming teacher to help with our additional swimming provision at Warwick Prep. This is a permanent position subject to a probationary period. Ideally the appointed person will be able to start the week commencing 16<sup>th</sup> April 2018.

Lessons are to take place at Warwick School pool on Thursdays from 7.45am - 9am and 2.15pm - 4.30pm. These sessions take place throughout the school year.

Swimming instruction is provided for all children in Years 1, 2, 3 and 4. Children receive around 10 lessons a year, each year group swimming for a minimum of one term per year. The teacher appointed will work on Monday afternoons alongside the school's Swimming Co-ordinator, Miss Vicky Carvell, under the management of the Director of Sport.

*The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

## Application Process

Applications should include:

- A completed application form (CVs are not an acceptable alternative) including the names, addresses, e-mail and telephone numbers of two professional referees, one of which must be your current employer.
- The application form includes an opportunity for you to set out the reasons why you are applying for the post and what you have to offer us.

Applications should be addressed to the Headmistress and sent to the HR Department,  
Warwick Independent Schools Foundation, Myton Road, Warwick CV34 6PP

Email applications may be sent to [hr@warwickschools.co.uk](mailto:hr@warwickschools.co.uk)

The closing date for applications is 12 noon, **Monday 16<sup>th</sup> April 2018**

Applicants short-listed for interview will be required to bring evidence of their identity and qualifications. The successful applicants will require a DBS disclosure at enhanced level.

It is anticipated that interviews will be held week commencing **Monday 23<sup>rd</sup> April 2018**.

### Declaration

I have received a copy of this job description and undertake to carry out the duties as described.

Employee Signature ..... Date .....

Print name .....