



Stepney All Saints School

We Learn Together | We Pray Together | We Achieve Together

Headteacher: Mr P Woods

Swimming Instructor -Job description

Reports To: Head of Department (PE)

Key Tasks and Responsibilities:

The swimming instructor's responsibilities include evaluating each pupil's performance during swim sessions and providing feedback, completing attendance, progress, and accident reports, and ensuring that all swimming aids and equipment are in good working order. You should also be able to assist pupils with additional educational needs.

To be successful as a swimming instructor, you should demonstrate patience and enthusiasm and be able to motivate pupils to accomplish their swimming goals. Ultimately, an exceptional swimming instructor should be able to communicate effectively with pupils and ensure that all water safety rules are adhered to.

Main Responsibilities

- Teaching swimming techniques, swimming strokes, and water safety rules to pupils with varying swimming abilities.
- Assisting more experienced swimmers to enhance their swimming abilities.
- Assessing the progress of pupils and adjusting teaching programs accordingly.
- Monitoring pupils to prevent accidents and injuries.
- Implementing ground rules for each swim session.
- Planning swimming lessons that take into account pupils' abilities and progressive development.
- Identifying incorrect swimming techniques and correcting pupils accordingly.
- Ensuring that the swimming pool and changing rooms are kept clean and tidy.

All support staff are expected to:

- Support the school values and ethos
- Follow school policies, practices and procedures
- Participate in the annual appraisal system
- Support equal opportunities measures and promote anti-discriminatory practice
- Support safeguarding and child protection measures and promote the welfare of students
- Undertake any other reasonable duties commensurate with the role and grade as determined by the headteacher or line manager.

Sometimes support staff may be required to work beyond the usual hours e.g. to support at parents evenings or other school events. Time Off In Lieu is available in such circumstances.

This job description is not prescriptive. If the needs of the school change, the job description may be revised or amended at any time following appropriate consultation with the post holder.

Name of employee:	Signature:	Date:
Name of line-manager:	Signature:	Date:

Swimming Instructor Person Specification

	Essential	Desirable
Qualifications	Sound knowledge of swimming techniques and water safety rules.	STA (Swimming Teachers Association) Level 2
Training		STA (Swimming Teachers Association) Level 2
Experience	Experience of working as a swimming instructor or a similar position e.g. Lifeguard, private lessons etc.	Previous experience in a school environment/swimming pool.
Knowledge & Skills	Understanding and awareness of children with Special Educational Needs and Disabilities. Effective communication skills. Strong swimming skills.	Previous experience in a school environment/swimming pool.
Personal Qualities	Organised Dedicated Resilient Good time management A good sense of humour!	