



# LEWESTON

## SHERBORNE

### JOB DESCRIPTION

#### Pool Supervisor

**Responsible to: Head of Sport**

#### About Leweston

Leweston is a thriving co-educational day and boarding school for pupils aged 3 months to 18 years. It is located in 46 acres of Dorset parkland just outside Sherborne and educates just over 600 pupils. The school is known for its excellent teaching and places a strong focus on providing an individualised experience which challenges pupils of all abilities in a supportive manner. It is academically aspirational with pupils exceeding national averages at all of the key stages. Leweston prides itself on the strength of relationships between staff, pupils and parents and regards itself as a family community.

#### Principal Role

To take responsibility for the day-to-day operation of the Swimming Pool in line with Health and Safety directives to maximise the availability & use of the pool. To support Commercial Manager of lettings, functions or other commercial activity associated with the swimming pool. Under the direction of the Director of Sport and Head of Swimming, to facilitate a comprehensive pool lifeguarding training programme of activities, teaching and coaching of swimming to include the delivery and organisation of year group learn to swim teaching programme and coaching sessions within the sports programme as appropriate.

#### About the Department

All pupils from Reception to Year 8 receive swimming lessons. For more able swimmers, we provide after school and early morning coaching clubs, and field swim teams at many ages. Swimming is also an integral part of our Pentathlon programme.

#### Key Responsibilities:

1. Manage, in liaison with the Site Manager, the maintenance of the pool, checking water quality and filters to ensure optimum pool water quality.
2. Be responsible for overseeing the cleanliness of all swimming pool facilities and associated areas to include the swimming pool, changing areas, corridors, storage areas and meeting/reception areas and toilets, ensuring that cleaning routines are carried out correctly. Carry out checks in accordance with the Swimming Pool Operating Procedures.
3. In liaison with the Head of Sport to produce, update and ensure adherence to Risk Assessments, Normal Operating Systems and Emergency Action Plans.
4. To support commercial lettings of the swimming pool to include swimming clubs, local schools, galas and events, residential courses and summer club in liaison with Commercial Manager, the Head of Sport, Head of Pentathlon where appropriate and that all commercial bookings operate within Health and Safety and Facility Hire Guidelines.

5. To manage lifeguards and to ensure appropriate lifeguarding cover is available for all swimming pool events.
6. Manage the opening and closing of the pool facilities when required, including some weekends, evenings and early mornings.
7. Effectively teach and coach swimming to all abilities.
8. In liaison with the Head of Sport, ensure the effective delivery of the swimming programme to students throughout the school from nursery to Year 13, promoting water skills and water safety.
9. Promote the safeguarding and welfare of children and young persons for who you are responsible and with whom you come into contact with, in line with School policy.
10. Adhere to school policies as detailed on the school's website and intranet and as set out in the Staff Handbook and elsewhere, ensuring compliance with the School's Code of Conduct, the Safeguarding Policy and Child Protection procedures, the school's Health and Safety policy and the Health and Safety at Work Act.

Any other reasonable task as required by Head of Sport.

#### **Experience, Skills and Knowledge:**

The successful candidate will demonstrate most or all of the following:

##### Knowledge base and experience

- Minimum of Level 2 Swimming Teacher qualification.
- NPLQ qualification.
- Level 1/2 Swimming Coach
- Experience in organising schemes of work, rotas and timetables
- Experience in day-to-day running of a pool

##### Skills

- Adhere to professional standards
- Ability to take initiative, develop new ideas and implement them
- Ability to motivate and challenge pupils of all abilities and across all Key Stages
- Ability to meet deadlines and work effectively under pressure
- Good communicator with colleagues, parents, pupils and member of the public
- Good time manager, able to meet deadlines and plan effectively
- Attention to detail and ability to record information carefully
- An ability to contribute to the wider provision of sport in the school would be a benefit

##### Personal Attributes:

- Enthusiastic and friendly with a genuine interest and commitment to the education and development of young people.
- Self-motivated, able to use own initiative
- Reliable, good time keeper

- Team player, willing to participate and support
- Flexible and resilient, can adapt and respond to changes and display good judgement  
Creative and resourceful
- Enthusiastic and energetic, passionate about their subject

The duties and responsibilities shown above are not intended to be exhaustive and teachers will be expected to be flexible and to take on new responsibilities as necessary to meet the changing needs of the school.

**Additional Information:**

Hours of work: 37.5 hours per week

Normal working hours will be primarily office hours but will include evenings, weekends and public

holidays to cover lets and events.

Salary: in the region of £26,500 to £29,500.

**Benefits:**

- Membership of a pension scheme with the School contributing up to 12%
- Free onsite parking
- Complimentary meals during working hours
- Generous Annual leave allowance of 25 days plus bank holidays