



JOB DESCRIPTION

Job title:	Swimming Instructor
Working hours:	Part time (Mon, Tue & Wed) - Term time only 21.5 hours per week 2 Days 8.30am - 3.30pm and 1 day 8.30pm - 4.30pm
Salary:	Salary Scale: 19-22£34,929 - £36,522 (Actual salary £17,915.76 - £18,732.84)
Accountable to:	Head of PE

1. Responsibilities:

The overall responsibilities of this post will include:

- Lifeguarding and instructing within the swimming pool which will include:
 - Maintaining personal lifeguard and first aid qualifications
 - Daily safety checks for the swimming pool and changing room areas
 - Scheduled water safety checks in-between specialist visits from the swimming pool contractor
 - Management of all specialist swimming equipment which may be used in lessons

2. Main Duties:

2.1 Swimming

- To lead the supervision of swimming and assist with any additional support that students might require as directed by the class teacher

- To lead the response to any emergency situation within the swimming pool area

2.2 Supporting Learning in PE

- To prepare materials for lessons to support and enhance teaching and learning.
- To provide support for students in lessons
- To ensure the safe and appropriate storage of equipment
- To prepare and set up equipment and visual aids to aid teaching and learning as required
- To assist in the recording and upkeep of departmental inventories
- Supporting the use of IT in lessons in conjunction with the class teacher

2.3 Health and safety

- To adhere to the school Health and Safety policy and procedures at all times.
- To adhere to the school safeguarding policy and procedures at all times.
- To support the preparation of Risk Assessments for teaching and activities within the department
- To assist in the annual review of existing department risk assessments
- To be responsible for scheduled safety checks of equipment and work areas
- To prepare, provide and check documentation in relation to Educational Visits for the department

2.4 Wider school

- To undertake First Aid requirements (mainly within the PE department) as needed
- A willingness to support with external sporting fixtures
- To attend and be prepared for relevant meetings
- To be aware of and support whole school policies and practice

- To be aware of and support Data Protection procedures and issues
- To participate in training and other learning activities, including sharing of good practice and participation in internal training sessions.
- To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the Headteacher or nominated representative (in conjunction with the post holder).

This list of duties is not exhaustive and may be reviewed by the Headteacher/SLT/Head of Department at any time, in accordance with the evolving needs of the role.

If for any reason, the pool is closed the job description allows for redeployment for other similar duties.

