



Loughborough Road
West Bridgford
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The West Bridgford School

Mr R McDonough MA B.ED (Hons)
Principal

Mr T Peacock B.Sc (Hons)
Head of School

28th November 2017

Dear Applicant,

Re: Swimming Instructor

Thank you for your interest in the above post. The Governors are seeking to appoint a Full Time Swimming Instructor (Term Time Only).

Enclosed with this letter are the following:

Background information about West Bridgford School
Copy of the Advertisement
Job Description

Applicants should return the application form (CV's are not acceptable), with a letter of application, by 12 noon Monday 11th December 2017.

Yours sincerely,

Joann Blackamore
HR Department

EAST MIDLANDS EDUCATION TRUST, A COMPANY LIMITED BY GUARANTEE.

REGISTERED IN ENGLAND AND WALES. COMPANY NO. 7530373 REGISTERED OFFICE: LOUGHBOROUGH ROAD, WEST BRIDGFORD, NOTTINGHAM

National Support School
designated by

National College for
Teaching & Leadership





**The West Bridgford School
A Specialist Technology Academy**



The West Bridgford School is a very popular 11 to 18 comprehensive school situated in the Rushcliffe district of Nottinghamshire on the outskirts of Nottingham. It acquired foundation status in January 2006, became a specialist technology college in September 2006 and converted to an Academy in April 2011. The school's popularity has led to a steady growth in pupil numbers to its current size of 1568, including 354 pupils in the sixth form. In January 2004 we opened a new Post-16 Centre providing a common room and teaching areas for those students following AS/A2 courses, this was further extended in 2008 to accommodate increasing numbers.

The school's catchment area is the western side of West Bridgford. Within this area there are four primary schools, from which the vast majority of the school's intake originates. There is close co-operation and liaison between the primary schools and the West Bridgford School, and a great deal of preparation takes place to ensure that pupils experience a smooth transition between primary and secondary school.

Although the school is situated in one of the most affluent areas of Nottinghamshire the intake is truly comprehensive with the full range of attainment and socio-economic backgrounds represented. Some 20% of the pupil population originates from an ethnic minority and the number of pupils with special educational needs is close to the national average. The school has a policy of inclusion and strives to ensure that all pupils and prospective pupils are provided with appropriate support and resources to enable them to reach their full potential.

The school has consistently achieved excellent examination results and is presently the highest performing school in the county at GCSE and 'A' level with 93% of our children obtaining the five higher grades (including English and Maths) at GCSE and an average point score per entry of 227 at 'A' level. Our curriculum is largely academic and we only offer 'A' levels at post 16.

In November 2011, the school was inspected by Ofsted and classified as Outstanding.





The West Bridgford School

Loughborough Road, West Bridgford,

Nottingham, NG2 7FA

Principal: Mr R McDonough

Tel: 0115 9744488 Fax: 0115 9744489

Email: vacancies@wbs.school



Secondary roll: 1593 including 349 in the sixth form

Part of the East Midlands Education Trust

Full Time Swimming Instructor

Term-Time Only

Scale 5 Points 22 to 25 (£20,661 – £22,658 Pro-Rata (Actual salary will be £17,402 - £19,085))

The West Bridgford School has an opportunity for an enthusiastic, qualified swimming instructor to assist with the swimming lessons for our students and our feeder primary school children. Outside of those timetabled swimming lessons the post holder will be expected to support the PE Department with a range of tasks as outlined in the job description.

The successful candidate will have to meet the requirements of the person specification in order to be offered the post and will be subject to an enhanced DBS check. The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. We welcome applications regardless of age, gender, ethnicity or religion.

For further information, and an application pack, please visit our web site at www.wbs.school/vacancies or email vacancies@wbs.school Only applications submitted on the school's application form will be considered. We do not accept applications through recruitment agencies.

Closing date for applications is 12 noon Monday 11th December 2017



JOB DESCRIPTION Swimming Instructor Term-Time Only



Grade:	Scale 5 Points 22 - 25
Salary:	£20,661 - £22,658 Pro-Rata (Actual salary will be £17,402 - £19,085)
Responsible to:	Head of PE
Hours of work:	37 hours per week with core hours of 8:00am to 4:00pm. However, some flexibility will be required when supporting sports fixtures after school and any extra hours will be as directed by the Head of PE.
Other information:	Appointments made are subject to the receipt of satisfactory references, and Enhanced CRB.

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

Job Purpose

As the Swimming Instructor, provide support to the Head of PE in the leadership and management of Swimming and General Technician Support for the PE Department. Consequently, the post holder carries shared accountability and responsibility for the success of swimming and the provision of support for PE, including relevant targets for improvement agreed with the School, the School's Development Plan and those set out in the PE Departmental Plans.

Core Expectations

1. To support the work and achievements of the School especially the achievement of the vision, objectives and targets set out in its Development Plan and the PE Departmental Plans.
2. To project a positive image of the School to the public, partners and stakeholders and to actively promote collaborative working.
3. To provide support to the PE Department in a range of duties and responsibilities listed under specific responsibilities.
4. To instruct swimming, lifesaving and Waterpolo at a level appropriate to age/group ability up to Year 11 pupils.
5. To ensure that the services within his/her remit are of the highest quality. To identify, implement and evaluate changes in areas for improvement so that the School's requirements for customer care, quality and cost-effectiveness of services are met. To teach specifically to the exam board standard for GCSE and A level the correct syllabus and also to give final marks.
6. To develop and manage his/her professional development and performance management so that the vision, objectives and targets are met and high quality services

are provided. To ensure that the performance management standards set by the School are met.

7. To act responsibly and establish the trust and confidence in working relationships with staff, elected members, partners and stakeholders. To create a working culture and environment that is efficient, safe, considerate and supportive, and which promotes equality of opportunity.
8. Be on the first aid rota and provide first aid assistance to staff, students and visitors as required. (Training will be provided.)
9. To regularly check the First Aid Kit on the poolside and order replacement items where necessary.
10. To provide cover within the PE Department as directed by the Head of PE.

Duties and Responsibilities

General

1. To actively support the Head of PE in achieving the vision, objectives and targets set out in the Departmental Plan including the School's targets for improvement.
2. To make an active and effective contribution to the formulation of and the decision-making associated with planning and budget making within Schools' Swimming.
3. To manage the primary schools swimming programme.
4. To deliver a training course for school teachers and Yr 12/13 pupils in the National Rescue Award for Swimming Teachers and Coaches. To offer regular in house training in order to keep qualifications current.
5. To assist the school to ensure the NOP and EAP are kept relevant and up to date and followed by pool users.
6. To ensure there is adequate lifesaver cover in accordance with the County Council policies. To train these individuals so that they are fully aware of all the safety procedures at the school.
7. To implement effective mechanisms for achieving continuous improvement and maintaining high standards of delivery through the Department's business planning quality standards.
8. To demonstrate through personal working relationships with staff, Governors, partners and stakeholders a commitment to promoting trust and confidence and to achieving the vision, objectives and targets for improvement.
9. To ensure that personal performance targets focus on the achievement of continued professional development.

10. To maintain an up to date understanding, including improvements required in associated skill levels, of key educational issues and developments, education legislation and national policy initiatives related to his/her areas of responsibility.
11. To demonstrate effective communication and influencing skills, both written and oral.
12. To provide cover as required.

Specific

The postholder will instruct in all aspects of swimming and provide life guard cover.

The school teacher in charge will remain in overall control of the children at all times.

The Instructor is responsible to the Head of PE for the allocation of work and administration.

1. To instruct children all aspects of swimming on a group, class or individual basis according to the needs of the children and any scheme of work set out by the school.
2. To instruct across the whole ability range, from confidence building exercises to competent swimmers.
3. To adapt teaching skills to ensure the inclusion of children and young adults with additional needs.
4. To be involved with the testing of standards for swimming awards as required by any scheme of work set out by the school, or as requested by the teacher in charge to set standards.
5. To be aware of the nature, location and condition of all life-saving equipment, and to be skilled in its use.
6. To provide lifesaving first aid and resuscitation cover, and must be prepared to enter the water to effect a rescue.
7. To be responsible for the correct use and storage of the equipment used during the school swimming programme.
8. Assist the PE Technician to manage and organise stock for PE including the organisation and tidiness of the PE stores.
9. To order equipment and transport in absence of or as required by the PE technician.
10. To wash and prepare team kits/bibs.
11. To undertake photocopying and other resources for the Department as required.
12. To maintain displays and notices as required.
13. Assist with extra-curricular activities.
14. To drive the minibus for fixtures (Training will be provided)

15. To assist with the refereeing/umpiring

16. To bring to the notice of the teacher in charge any potential or actual safety or discipline problems.

17. Planning and accurate record keeping of pupil progress.

18. Report complaints about the chlorine content of the water to the Site Staff.

In addition, the post holder will be required to assume any other responsibilities which may reasonably be regarded as within the nature of the post, subject to the provision that normally any significant changes of a permanent nature should be incorporated into the above job description. This job description does form part of the Contract of Employment.

PERSON SPECIFICATION
PE Technician and Swimming Instructor

Qualifications/training	
ASA swimming teaching	Desirable
Sport / Coaching related qualification – Level 3 or higher	Desirable
CSLA or equivalent	Desirable
Lifesaving qualification	Desirable
First Aid Training	Desirable

Experience	
At least one years' coaching experience with children	Essential
School volunteer experience – advantageous	Desirable
Sport playing experience – advantageous	Desirable

Skills	
Knowledge and understanding of a range of sports	Desirable
Officiating sport skills	Desirable
Knowledge and understanding of Health and Safety	Desirable
Confident communicator	Essential
Understanding of young people	Essential
Show initiative / ability to adapt	Essential

Qualities	
Suitable for work with children	Essential
Enthusiasm	Essential
Ability to work within a team	Essential
Organised	Essential
Hard working	Essential
Genuine interest in sports / PE	Essential
Flexibility	Essential
Dedicated	Essential
Professional	Essential