

**Job Description**

**Job Title:** Senior Swimming Teacher

**Reports To:** Commercial Manager

**Responsible for**: Swimming Teachers

**Working Time:** Term-time plus 4 weeks and pro rata holiday, hours in accordance with the swimming timetable plus fixtures and galas as agreed

**Purpose of Job:**

To build and improve on the School’s swimming programme, at all ability levels by leading arrangements in relation to the delivery of swimming, including setting up of fixtures, organising teams and managing the programme for intra and inter school competitions. To ensure the delivery of inspirational swimming coaching to pupils by the allocated sports coaches in line with the scheme of work, or Long Term Athlete Development Model.

**Main Duties and responsibilities:**

* Coordinate and teach curriculum swimming across the school.
* Develops a Long Term Athlete Development model for all year groups and abilities.
* Manage and lead squad training sessions across the school.
* Manages fixtures list including arranging transport, food and refreshments, officials, in liaison with Sports Administrator.
* Understands the training schedule for each year group, ensuring it is appropriately staffed and monitored (registrations taken and quality levels marked)
* Supports links with local, regional and national swim programmes and organisations
* Understands honesty and transparency, with staff and students, is critical to create a positive working environment.
* Understands the importance of etiquette when hosting opponents.
* Liaises with and has clear communication lines with Commercial Manager to ensure that the pool and associated resources are managed efficiently.
* Act as a tutor to all coaches, looking to improve them with advice and professional development opportunities.
* Takes a proactive lead in marketing the School’s swimming programme liaising with the Marketing and Commercial Manager.
* Ensures that appropriate staff are allocated and able to deliver coaching sessions.
* Organises leads and manages teams at fixtures (home or away), or on tours as required.
* Ensures that any changes in health and safety rules and laws advised by the National Governing Body of the sport are communicated to relevant parties in a timely manner and implemented appropriately across the programme.
* Delivers up-to-date coaching in swimming line with the frame work set out by the National Governing Body of the sport so that pupils receive a high quality experience and strive to excel in that sport.
* Through own example, sets high expectations and standards of behaviour of coaches and pupils towards each other that encourages effective team-working.
* Promotes a competitive spirit within the specified team with mutual support for each other regardless of individual abilities and outcomes.
* Takes part in the school staff appraisal scheme, and keeps up with the professional developments within teaching.

**Line management and support:**

* Manage, supervise and develop the Swimming teachers, ensuring the delivery of a high quality support service at all times

**General Responsibilities:**

* Ensure the safety and well-being of children and young people at the School by adhering to and complying with the School’s Safeguarding (including Child Protection) Policy and Procedures at all times
* Display correct staff identification at all times whilst on site
* Attend training and staff INSET sessions organised by the School to provide a consistent approach across the entire school staff population
* Attend Royal Russell Day and Open Day as required.
* Adhere at all times to Health and Safety legislation, and all departmental policies and procedures, to ensure their own safety and that of colleagues, pupils and visitors
* Carry out any other reasonable duties as requested by the Headmaster or members of the Senior Management Team.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job holder’s actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

**January 2019**

**Person Specification – Senior Swimming Teacher**

The person specification focuses on the range of criteria required to undertake the role effectively. Candidates will be assessed from their Application Form and personal statement (A), interview (I) and by an exercise (E), Task (T) or Lesson Observation (L) as appropriate.

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| **Criteria** | **Essential** | **Desirable** | **Measured by/evidence** |
| **Education and Qualifications** | * GCSE in Maths and English at Level 4 or above, or equivalent * ASA Level 1 & 2 Swimming teachers award * ASA Coaching Level 2 or 3 * FAAW * A commitment to continuing professional development | * NPLQ Award * A good honours degree in Sports Science or a related subject * QTS | A  A  A  A  A |
| **Knowledge and skills** | * A good understanding of the subject matter and the latest developments in the teaching of swimming * Conveys enthusiasm, energy and passion for sport, able to inspire students with a love of swimming * Aware of and uses innovative teaching strategies that raise attainment and create a stimulating and enthusiastic learning environment * Able to implement strategies that encourage high standards of effort in sport irrespective of individual pupils abilities * Use a range of motivational strategies for each individual pupil * Encourages and praises achievement and success * An understanding of child protection and safeguarding * Computer literate, with good familiarity with Microsoft office applications * Excellent organisational skills * Ability to work collaboratively in a team |  | I/L  I/L  I/L  I/L  L  L  L  I/A  A  A/I  I |
| **Experience** | * Experience of working in a School environment * Ability to teach swimming across a range of ages and abilities | * Previous experience within the independent sector * Coached and or competed at a high level | A  A/I/L |
| **Personal competencies and qualities** | * Ability to communicate succinctly, effectively and attractively both orally and in writing, using appropriate language * Friendly and approachable with a can-do mind-set * Ability to inform and influence with strong and persuasive interpersonal skills * Tact, sensitivity and the ability to handle confidential material with discretion * High degree of personal motivation, initiative, energy, creativity and drive * Ability to build effective working relationships with pupils, parents and staff * Ability to work on own initiative, plan, prioritise, coordinate and lead * Able to remain calm and professional in all situations |  | A/I  I  I  I  I  I  I  A/I |
| **Other requirements** | * Willing and flexible in approach to working hours * Empathy with the ethos and aims of Royal Russell School |  | I  I |