

LEVEL 2 SWIMMING TEACHER (ENTERPRISES)

Thank you for showing an interest in this post. We hope that the following information about St Helen's and description of the school and role will help you to decide that this is an application which you wish to pursue.



WELCOME TO ST HELEN'S



St Helen's School is a large, thriving all-through school and many of the girls who leave us at the end of Year 13 have been with us since Nursery or Reception. We are ambitious for every single girl: that she achieves her potential; that she leaves us to embark upon an exciting and fulfilling future, able to deal with whatever life throws at her with resilience and courage; that she possesses inner confidence, strong personal integrity, and a sense of fun; that she is ready to go out into the world and make a difference.

St Helen's has a long tradition of academic excellence which encourages girls to pursue intellectual curiosity beyond the curriculum. We are proud of our 2024 results where 82% of A Level students obtained A*-B grades and 81% of GCSE awards were graded 9-7. Sixth Formers go on to established, high-ranking universities including Oxford and Cambridge, with more than a third studying STEM subjects. However, we give our girls much more than just academic success; our Co-Curricular programme is rich and varied, and our pastoral care ensures that every girl is known, valued, and cared for.

Within easy reach of central London, our school is set in 21 acres of grounds and, just as we are proud of our students' academic achievements and their personal development, we are also proud of our facilities and buildings. We have invested significantly in developing our facilities over the last ten years.

St Helen's has a warm and lively atmosphere that makes it a rewarding and exciting place to work. Our staff and our pupils look out for each other and encourage each other to be the best possible version of themselves. As such, you will play a vital role in supporting the school in the next stage of its journey. We look forward to receiving your application.

Bridget Ward
Head



THE SCHOOL

St Helen's is an academically selective independent girls' day school for over 1100 students aged 3-18, set in beautiful green space in Northwood, Middlesex.

It draws pupils from a wide area of north-west London, Buckinghamshire, and Hertfordshire with easy access by Underground from central London.

Our students achieve high academic standards, and we encourage them to develop lifelong skills in a diverse range of areas, both within and outside the curriculum, and to pursue their individual ambitions. The school is proud of its tradition of providing a balanced and forward-looking education through which its pupils can become confident, independent learners and leaders in their fields, their professions, and their communities. Attention to the individual child is at the heart of everything we do and shapes the pastoral care, teaching and learning and the co-curricular opportunities on offer at St Helen's.

In addition to its academic fees, revenues are generated through **St Helen's Enterprises (STHE)**, the management company established by the School to manage the commercial provision of its facilities, comprising:

- Lettings of various buildings across the school's estate to organisations, e.g. holiday camp providers, term-time "hobby" clubs, religious organisations and private hire for parties;
- Lettings of the Sports Centre facilities to co-curricular organisations, e.g. swimming and gymnastics clubs;
- The Sports Centre's own range of courses, Swim School and individual memberships;
- Annual Event Programme, with entry to the public on a paid ticket basis.

THE POST

The Swim School's key objective is to provide a high level of teaching to all pupils and guests following a Swim England endorsed teaching plan/scheme. Teachers should aim to deliver a progressive swimming programme and provide constant challenge to the individual or group, while enforcing pool rules and safeguarding all users of the swimming pool.

REPORTING

All swimming teachers will report (in the first instance) to the Wetside Duty Manager or a member of the Sports Centre management team in their absence.

KEY RESPONSIBILITIES

- Carry out appropriate teaching sessions to the specific ability of the group or individual in a responsible manner.
- Follow the Swim England endorsed National Plan for Teaching Swimming at all times, unless instructed by the Club manager.
- Assess all groups throughout the term/course according to the criteria in the Swim England handbook.
- Ensure all swimmers receive appropriate encouragement throughout each lesson. Give praise when deserved and award with an appropriate badge and certificate at the end of each course.
- Always plan sessions appropriately for each group or individual to prevent learner saturation and boredom by setting achievable goals and finishing every session with a contrast activity.
- Regularly record pupil progress on a progress record ensuring the information is accurate at any point in time.
- Promote a customer-focused environment, generating excellent public relations and customer care.
- Implement the highest standards and represent the Centre/Swim School in an appropriate manner at all times with courtesy and regard for others.
- Have due regard for the security of equipment and activity areas and to ensure any maintenance issues are reported or logged and procedures followed.
- Assist, when requested by members of St. Helen's Enterprises staff, in teaching activities or other duties, which do not conflict with or impair upon your ability to undertake your normal duties.
- Have an understanding of the Normal Operating Procedures, Emergency Action Plans, the Health and Safety policy ensuring a safe environment for swim school pupils at all times.



- Promote and safeguard the welfare of children and young people, by adhering to and ensuring compliance with the Enterprises Safeguarding and Child Protection Policy and Code of Conduct for Swimming Teachers.
- Ensure all relevant qualifications are kept up to date, and undertake any training required by the Manager or the Swim England such as Continuing Professional Development (CPD)
- Undertake other appropriate tasks as requested by the Centre Manager.
- Return pool equipment used during teaching ensuring cleanliness, presentation and Health and safety are at the highest standard possible.
- Undertake any other reasonable tasks which may be allocated by the Head of Enterprises, Assistant Manager or Duty Manager.



THE PERSON

Requirement	Essential	Desirable
Education and professional qualifications	STA Swim Teacher qualification or Swim England L2 Swim Teacher qualification	
Experience	Previous experience of teaching Swim England 'Learn to Swim' programme. Knowledge of safeguarding	Reps 2/3 or equivalent fitness qualification ASA swim teacher L1/L2 Pool plant qualification
Skills	Articulate and confident communicator Methodical and accurate approach to teaching.	
Personal attributes	Calm under pressure Customer focused Diplomatic approach and ability to exercise good judgement. Reliable	Dual use facility Basic knowledge of St Helen's School.
Education and professional qualifications	STA Swim Teacher qualification or Swim England L2 Swim Teacher qualification	



HOURS

We are looking to recruit 1-2 fixed-shift Swim Teachers, with flexibility on the number of shifts to be worked. Shifts available during the swim term include:

Tuesdays 5.30pm-7pm
Wednesdays 5pm-7pm
Thursdays 5.30pm-7pm
Fridays 4pm-5.30pm (2x vacancies)
Saturdays 9am-12.30pm
Sundays 9am-12pm (2x vacancies)

SALARY: £26.26 per hour

BENEFITS

- Membership of a workplace pension scheme.
- Access to the School's swimming pool and fitness suite
- Free on-site parking and excellent public transport links
- Free refreshments
- A commitment to professional development
- A beautiful working environment – the school is set in a conservation site in excess of 20 acres.

APPLICATION PROCESS

Closing date: 8am Thursday 3rd July 2025

Please apply as soon as possible as shortlisting/interviews will progress up until the closing date. Should a suitable candidate be appointed, we reserve the right to close the advert early.

Due to the volume of applicants, we receive, if you do not hear from us within 4 weeks of the closing date, please assume we will not be progressing your application further on this occasion.

THE SELECTION PROCESS

Shortlisted candidates will be invited to the school where they will be interviewed by the Assistant Sports Centre Manager and Enterprises team, be shown the site and meet other members of the team.

St Helen's school is committed to safeguarding and promoting the welfare of children and young people, as detailed in Part 3 (Safer Recruitment) of the KCSIE 2024 guidance document. Applicants will be asked for proof of right to work in the UK and undergo child protection screening, including checks with past employers and the disclosure and barring service.

If you have any queries about this position, please contact the school at: recruitment@sthelens.london

