Dulwich Prep & Senior



SATURDAY SWIM SCHOOL TEACHING ASSISTANT

Candidate Information

JOB DESCRIPTION

DUTIES & RESPONSIBILITIES

TEACHING & LEARNING

- Create and manage a caring, supportive, purposeful, and stimulating environment conducive to children's learning.
- Assist in the delivery of high-quality, differentiated lessons.
- Assist in enabling pupils to develop positive attitudes to swimming.
- Promote high standards of behaviour and discipline among the pupils, safeguarding their health and
- safety.
- Ensure that school policies are reflected in daily practice.
- Promote actively strong and positive relationships with parents and carers.

GENERAL REQUIREMENTS

- Promoting and safeguarding the welfare of pupils you are responsible for and with whom you meet.
- Assist with setting up and clearing away at the end of each session.
- Maintain high professional attendance standards, punctuality, appearance, and conduct.
- Maintain positive, courteous relations with pupils, parents, and colleagues.
- Maintain good order and discipline among pupils and support and contribute to the school's responsibility for safeguarding their students.
- Promote the good name and reputation of the school.
- Adhere to school policies and procedures.

KEY SKILLS & KNOWLEDGE

- Knowledge of current swimming teaching practices.
- Knowledge and understanding of safeguarding procedures.
- Experience working with children in the past (desirable).
- ASA / STA Level 1 Certificate (desirable).

PERSONAL COMPETENCIES & QUALITIES

- Enthusiastic individual possessing drive, energy and commitment, have a presence which engenders confidence and respect from pupils, colleagues and parents.
- Proven ability to engage a wide range of swimmers across different age groups.
- Team-focused: shares knowledge and information with other staff members to promote good practice.
- Focuses on what needs to be delivered: understands what is required and responds promptly.

TERMS & CONDITIONS

- Working hours: 8.00am to 12.00pm for 30 weeks per year, during Dulwich Prep & Senior Term Time.
- Hourly Rate: £15.00.
- The first six months of this role will be a probationary period during which your suitability for the position will be assessed. The school reserves the right to extend probationary periods if it believes such an extension is necessary.

APPLICATION & APPOINTMENT

APPLICATION & INTERVIEW PROCESS

A completed Application Form, including a personal statement explaining your suitability for this role, should be submitted via MyNewTerm. Please also read the accompanying Application & Recruitment Process Explanatory Note. We reserve the right to appoint at any time during the recruitment process.

Closing Date: Monday 30 November, 9:00am.

Interviews: Week Beginning 30 November 2026

Start Date: Saturday 12 December 2026



APPOINTMENT

Any offer to a successful candidate will be conditional upon the following:

- The agreement of a mutually acceptable start date and your entering into a contract incorporating the school's standard terms and conditions.
- Receipt of at least two references which are satisfactory to the school.
- Verification of identity and qualifications, including evidence of the right to work in the UK.
- A satisfactory enhanced criminal records check through the Disclosure and Barring Service (DBS) and clearance of the Children's Barred List, and confirmation that you are not disqualified from providing childcare.
- Verification of your medical fitness for the role.
- Satisfactory completion of the probationary period.
- Any further checks that the School deems necessary if you have lived or worked outside of the UK, which will include an overseas criminal records check or certificate of good conduct and may include professional references.

EQUAL OPPORTUNITIES & SAFEGUARDING

EQUAL OPPORTUNITIES

Dulwich Prep & Senior is committed to the equal treatment of all current and prospective employees and does not condone discrimination based on age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We are an equal opportunity employer and welcome applications from individuals of all backgrounds. We believe in fostering a diverse and inclusive work environment where all employees are valued and respected for their unique perspectives and contributions.

Candidates will only be assessed against relevant criteria (i.e., skills, qualifications, abilities, experience) in selection and recruitment. In accordance with the Disability Discrimination Act, Dulwich Prep & Senior seeks to treat those with disabilities as favourably as those without disabilities. Accordingly, we will make reasonable arrangements, wherever practicable, to avoid putting those with disabilities at a disadvantage.

SAFEGUARDING

Dulwich Prep & Senior is committed to safeguarding and promoting children's and young people's welfare and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening and training appropriate to the post, including checks with past employers, online checks, and an enhanced criminal records check with the Disclosure and Barring Service.

Schools' Inclusion Alliance

disability confident COMMITTED

We are an equal opportunity employer and welcome applications from individuals of all backgrounds.

We believe in fostering a diverse and inclusive work environment where all employees are valued and respected for their unique perspectives and contributions.

We are proud members of the Schools Inclusion Alliance and the Government's Disability Confident Scheme.

EXPLANATORY NOTES

APPLICATION FORM

1) Applications will only be accepted from candidates completing the Application Form in full. This can be accessed via MyNewTerm. CVs will not be accepted in substitution for completed Application Forms in the absence of good reason.
2) Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please refer to the job description for the position.
3) Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.
4) Due to the nature of the work, the School applies for an enhanced criminal record disclosure from the Disclosure & Barring Service (DBS) in respect of all prospective staff members.
5) We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience and qualifications, before the interview.
6) Shortlisted applicants will be asked to complete a disclosure form regarding criminal disclosures and prohibitions relevant to working with children.
7) Shortlisted applicants may also be subject to an online search as set out in KSCIE.
8) If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any Safeguarding (child protection) allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although it may, where appropriate, answer not applicable if your duties have not brought you into contact with children or young persons.
9) You should be aware that the provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and the DBS.

INTERVIEW INVITATION

1) If you are invited to interview, this will be conducted in person, and the areas which it will explore will include safeguarding issues and suitability to work with children, as well as your previous employment record.
2) All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.
3) All candidates invited to interview must also bring to the interview the following evidence of identity, right to work in the UK, and address:
    a) Passport;
    b) birth certificate (if possible);
    c) recent utility bill or financial statement showing the candidate's current name and address;
    d) where appropriate, any documentation evidencing a change of name.

PLEASE NOTE THAT WE CAN ONLY ACCEPT THE ORIGINAL DOCUMENTS LISTED. PHOTOCOPIES OR CERTIFIED COPIES ARE NOT SUFFICIENT.

CONDITIONAL OFFER OF EMPLOYMENT: PRE-APPOINTMENT CHECKS

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two satisfactory references (if these have not already been received).
- Verification of identity, qualifications, professional status (where required).
- Satisfactory DBS check at the enhanced level & checks of the Children's Barred List as appropriate.
- Verification of where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance.
- Verification of medical fitness. The School is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence, considering reasonable adjustments and suitable alternative employment checks of the lists held by the Teaching Regulation Authority (TRA).

WARNING

Where a candidate is: found to be on the ISA Children's Barred List, or the DBS disclosure shows they have been disqualified from working with children by a Court; or found to have provided false information in, or in support of, their application; or the subject of serious expressions of concern as to their suitability to work with children the facts will be reported to the police and/or the DBS.



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