

Stewards Academy



Job Description

Position: Casual Swimming Instructor

Line Manager: Deputy Pool & Lettings Manager

Performance Management Reviewer: Deputy Pool & Lettings Manager

Job Purpose

To plan and deliver Swim England accredited lessons in line with the Swim England Learn to Swim Programme.

Accountabilities

To deliver swimming lessons at Stewards Academy and to be aware of and adhere to Health and Safety regulations and the Academy's PSOP

Key Tasks	
To deliver swimming lessons at Stewards Academy	• To deliver safe and effective swimming lessons at Stewards Academy to children of mixed age and ability. • To be a positive role model, creating a positive and fun environment in which to motivate and encourage children to participate in swimming, welcoming all participants in a professional and friendly manner. • To manage, maintain and update registers. • To hold a current NPLQ or NRASTC qualification
To be aware of Health and Safety regulations and the Academy's PSOP	• To ensure all swim activities are conducted in accordance with Safeguarding, Health & Safety and Child Protection policies as laid down by Stewards Academy. • To be familiar with and abide by the Normal Operating Procedures (NOP) and Emergency Action Plan (EAP) at Stewards Academy.

Additional duties	• To undertake necessary training to maintain qualifications and attend additional training sessions as requested. • To work as a team and attend team meetings if required. • To be an active member of the Academy community and to support its distinctive ethos. • To continue personal development as required. • To carry out any other duty as requested by your Line Manager.
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SKILLS AND ABILITIES

A motivated individual able to work on own initiative

Ability to work as part of a team

Ability to provide exceptional customer service

Willingness to undertake relevant training

A reliable and enthusiastic individual with a flexible approach to work

Good verbal and written communication skills

Well-Being and Mental Health

As a member of staff at Stewards Academy, we take responsibility for looking after our own mental health and wellbeing and that of other adults and children by:

- Supporting and adopting evidence-based practice from credible organizations (e.g. Mind), which have been proven to improve and sustain positive mental health and wellbeing for children and adults.
- Developing knowledge and awareness of how children's mental health can impact on their wellbeing and development.
- Managing our own health and wellbeing, by adopting good health behaviours (for example in relation to diet, exercise, alcohol consumption and smoking).
- Informing a line manager or mental health first aid team member if concerned about the mental health or wellbeing of ourselves or of others.
- Tackling and challenging any stigma regarding mental health and offering support, kindness and understanding to others in need.

In addition to the above areas, the postholder is responsible for the following actions:

Liaising with line manager, relevant support staff, subject staff, pastoral staff, LA staff, parents/carers and outside agencies, as and when required.

Health and Safety

1. To assist with the carrying out of risk assessments.
2. To ensure that Health and Safety policies and procedures are followed.

Other specific duties

1. To play an active part in the life of the school community

The job description is current at the date shown, but, in consultation with you, may be changed the Headteacher to reflect or anticipate changes in the job commensurate with the grade and the job title.

**Stephen Drew
Headteacher
June 2025**

Stewards Academy and Governing Body are committed to safeguarding and promoting the welfare of young people. All staff and volunteers are expected to share this view and follow recommended safe practices in all aspects of their work.

STEWARDS IS A NON-SMOKING SITE

Person Specification
Level 2 Swimming Instructor

Education	Essential	Desirable
Educated to GCSE Level with a good standard of literacy and general education		✓
GCSE grade C+/5+ in English and Maths		✓
Swim England Level 2 Swimming Teaching qualification	✓	
NPLQ or NRASTC qualification		✓

Experience	Essential	Desirable
Previous experience of working as a Swimming Teacher / Assistant Swimming Teacher	✓	
Previous Sports Centre experience		✓
Experience of working in a school or college context		✓
Demonstrate an interest in sport and physical activity (for example in participation, organisation or administration)	✓	
Awareness of Health and Safety at Work		✓
Experience of working with the public		✓

Professional Qualities	Essential	Desirable
Ability to work well with other colleagues	✓	
Ability to communicate effectively with staff and customers	✓	
Ability to learn quickly	✓	
Discreet and committed to maintaining confidentiality at all times	✓	
Flexibility in relation to tasks carried out	✓	
Willing to undertake further training as required	✓	

Personal Qualities	Essential	Desirable
A commitment to safeguarding and promoting the welfare of children	✓	
Energy and enthusiasm	✓	
Confidence	✓	
Ability to motivate and inspire others	✓	

Personal Qualities	Essential	Desirable
Adaptable and flexible	✓	
Positive working attitude	✓	
Initiative	✓	
Ability to remain calm in difficult situations	✓	
Ability to work as part of a team	✓	
Excellent attendance and punctuality	✓	
A liking and respect for young people	✓	
Appropriate professional relationships with colleagues and children	✓	