

Job description

Role	Swimming Teacher
Job purpose	To deliver high-quality swimming instruction to pupils across the school, from Prep through to Senior age groups, fostering water confidence, technical swimming ability, water safety awareness and a lifelong enjoyment of aquatic activity. The Swimming Teacher will plan and deliver engaging, inclusive and progressive lessons that meet the needs of pupils of varying ages and abilities, supporting both curriculum and co-curricular swimming programmes. To promote the highest standards of safeguarding, health and safety, and pupil wellbeing at all times, ensuring a safe, positive and supportive learning environment. Working collaboratively with teaching staff, PE department colleagues to contribute to the wider aims of the school and encourage pupils to achieve their full potential in swimming and aquatic sports. To demonstrate School values and high standards of professional conduct at all times.
Accountable to:	Director of Sport, The Head and Senior Leadership Team
Accountabilities:	Lessons/Curriculum • To deliver exciting, engaging and inclusive swimming lessons; teaching Woolverstone Hall Nursey through to Year 13 (ages 3 through to 18). Reviewing and developing on a regular basis • Record attendance, keeping accurate and up to date registers • Managing the learning of individuals, groups and whole classes effectively, using teaching techniques appropriate to suit the stage of the lesson and the needs of learners • Prepare as appropriate the schemes of work and adhering to schemes of work when planning and teaching. To include stroke development for all years, Year 5 – Water polo skills, Year 6 – Rookie Lifeguard. Reviewing and developing on a regular basis. • Adapt teaching methods to suit different ages, abilities, learning styles, and individual needs, including nervous or SEND swimmers • Teaching from both poolside and in the water will be required • Teach on a 1:1 basis, as well as group lessons • Assessing, recording and reporting on the development, progress and attainment of pupils • To use positive and reinforcing language when providing feedback to both pupils and parents • Maintain excellent poolside supervision, ensuring adherence to all pool rules, health and safety and safeguarding procedures • Organise the poolside, moving and removing lane ropes, undertake daily pool inspections, learning resources and creating displays to encourage a positive learning environment; • Plan and organise Drowning Prevention Week for all year groups



- Knowing and implementing the assessment requirements and arrangements for the swimming curriculum, including those relating to public examinations and qualifications, as well as helping with moderation
- Organising the recognition for pupils of swimming awards throughout the whole school in line with school policy.
- Providing pupils, colleagues, parents and carers with timely, accurate and constructive feedback on pupils' progress, attainment and areas for development
- Managing pupils' behaviour constructively by establishing and maintaining a clear and positive framework for discipline, in line with the school's behaviour policy
- Maintaining good order and discipline among the pupils and safeguarding their health and safety when they are engaged in authorised school activities elsewhere
- Taking part as required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
- To prioritise and manage time effectively
- To follow the school policies and procedures
- To maintain discipline in accordance with the school procedures, and to encourage good practice regarding punctuality, behaviour and standards of work
- Evaluating own performance and being committed to improving own practice through appropriate training and professional development keeping up to date with developments in swimming instruction, coaching practice and methodology
- Work alongside the Operations Manager to update NOP (normal operating practice) and EAP (Emergency Action Plan)
- Ordering of materials where required
- Writing and applying for bids for equipment

Events

- Plan, develop and grow contacts with external schools to organise galas and on the day delivery of event
- Plan, develop, organise and host the South East Swimming event
- Years 4-6: Organise and run IHS Champs
- Taking teams to Regional and National events for Independent Schools Association
- Supporting in the running of Tetrathlon and Triathlon events
- Working alongside Sports Administrator to schedule swimming galas for whole school

External/Additional Lessons

- Deliver swim lessons to local primary schools
- Provide additional private small group swim lessons both in the morning and afternoon for IHS pupils



	General • Arrange lifeguard cover for galas and staff swimming sessions • Recruit and train new lifeguards (age 16+) • Maintain regular lifeguard training updates • Provide regular updates for PE staff e.g spinal board, keeping abreast in RLSS standards • Run National Rescue Award for Swimming Teachers and Coaches training course for PE staff • Working collaboratively across the department and school • Supporting and contributing to the school's responsibility for safeguarding and promoting the welfare and well-being of pupils • Being aware of school safeguarding procedures and taking appropriate action within these procedures when necessary, working with colleagues and external agencies and services • Actively participating in educational outreach and promoting the key stage, phase or department within the school community to encourage pupils' interest in the subject area or school • Promoting the whole school in a variety of different contexts, including attending marketing events where appropriate, and in interactions with parents and prospective parents and pupils
General requirements	All staff are expected to: • Always act as an excellent ambassador for Ipswich High School • Build and maintain good working relationships with all colleagues • Assist as necessary in other areas of school life at peak times • Proactively identify areas for improvements within the school sports programme • Take care of your own health and safety and that of people who may be affected by what you do (or do not do) • Cooperate with others on health and safety, and not interfere with, or misuse, anything provided for your health, safety or welfare • Work towards and support the school vision and the current school objectives outlined in the School Development Plan. • Maintain high professional standards of attendance, punctuality, appearance, and conduct. Demonstrate positive and courteous relations with pupils, colleagues, parents and any external personnel. • Adhere to school policies, as amended from time to time, and as set out in School policies. • Contribute towards organising, participating in or delivering on the school's programme of enrichment activities. • Participate in meetings as reasonably requested by the Director of Sport. • Carry out such other associated duties as are reasonably assigned by the Head.
Review and amendment	This job description should be seen as enabling rather than restrictive and will be subject to regular review, in consultation with the employee.

Notes:

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed
- This job description sets out the main duties associated with the stated purpose of the post. The duties listed above are representative but not exhaustive and other duties appropriate to the post may be undertaken and should not be excluded simply because they are not itemised
- This job description is not necessarily a comprehensive definition of the post. It will be regularly reviewed and it may be subject to modification or amendment at any time after consultation with the holder of the post
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Head
- The post holder may be expected to undertake other duties of a similar level/nature, which are considered appropriate to the level of this post but not explicitly mentioned above, at the request of the Head or line manager
- This job description forms part of the contract of employment. It describes the way the post holder is expected and required to perform and complete their particular duties

Person Specification: Swimming Teacher

Skills required

Ability to use a range of teaching strategies in order to meet the needs of all pupils	Essential
Sound behaviour management skills and discipline, both inside and outside the classroom	Essential
Dedication to promoting subject within the school and marketing within and outside school	Essential
Ability to communicate effectively, both verbally and in writing, with colleagues, school-based staff, governors and external bodies	Essential
Excellent interpersonal skills, able to work effectively and harmoniously with others (including pupils, colleagues and parents)	Essential
Excellent organisational and time management skills with the ability to prioritise and work to deadlines	Essential
Ability to work on own initiative and react to competing demands	Essential
The ability to inspire confidence and motivate swimmers	Essential
Ability to maintain confidentiality	Essential
Confident with the use of ICT	Desirable

Knowledge Base

Experience of working across the age ranges: ideally from 3 years though to 18 years	Essential
Knowledge of latest developments within swimming teaching	Desirable
Knowledge of the main requirements of Health and Safety legislation and good practice relevant to the post	Essential

Qualifications/Attainment

SEQ (formerly ASA) or equivalent Level 2 Teaching Swimming qualification; ideally to include the Swim England Diving CPD add-on (this element is desirable)	Essential
Hold a valid NPLQ, NRASTC or alternative Water Safety award	Essential
RLSS Trainer Assessor qualification	Desirable

Experience

Experience of planning and delivering high-quality swimming teaching across a range of age groups and ability levels	Essential
Proven experience of successfully contributing to or running Enrichment Clubs and activities	Desirable
Experience of working within a successful team	Desirable

Personal attributes

Enthusiastic and positive attitude towards swimming	Essential
Positive and hard working. Consistent in manner and attitude – displaying a calm, kind and caring approach	Essential
A passion for education	Essential
Commitment to the safeguarding of children and young people	Essential
Ability to inspire, motivate and support pupils	Essential
Flexible and approachable attitude in terms of both working hours and the ability to deal with unexpected or unplanned situations	Essential
Ability to solve problems, make sound judgements and take decisions	Essential
Ability to work under pressure, on own initiative, accurately and with attention to detail	Essential
Commitment to the improvement and development of own teaching and performance	Essential
The drive and stamina to provide excellent opportunities for all pupils in the school	Essential
Willingness to play a part in the overall developments of the school	Essential
Commitment to maintaining the caring and supportive ethos of the school	Essential

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