



Warwick
Schools
Foundation



Information for Applicants

Casual Swim Teachers

To start as soon as possible

Welcome from the Foundation Principal



Thank you for the interest you have shown in the role of Swim Teacher

Our Foundation is unique. We are a large but united community, focused entirely on ensuring that the pupils in our care have the most exceptional of educational opportunities. All that we do has that mission at its heart. Working together, our aim is for our Foundation schools – individually and collectively – to be recognised as the most vibrant and exciting in the U.K.

We are seeking to appoint Swim Teachers to help a busy and thriving Sports Centre Department.

I hope you are inspired by what you read and will want to join us, to play a key part in our exciting future.

Richard Nicholson MA (Oxon)
Foundation Principal



About Warwick Schools Foundation

Warwick Schools Foundation (the Foundation) proudly educates girls and boys from 3-18 years of age. We are one of the largest independent school charities in the country, with some 2,800 pupils and 800 staff, and are committed to providing an outstanding education for all our pupils while being an exceptional place to work and the first choice for those seeking independent education for their children.

Our historic schools are Warwick Junior School and Warwick School, which operate as a through-school for boys, and Warwick Preparatory School and the King's High School, which operate as a through-school for girls with a co-educational Pre-Prep.

These schools are located on the Foundation's 55-acre site in Warwick. Between them, they educate some 2,500 pupils and offer a unique model of education in the Midlands: co-education for our pupils aged 3 to 7, and single-sex education from age 7 onwards. This provides 'the best of both worlds' for our pupils: teaching specifically tailored to their needs with extensive learning opportunities to collaborate outside the classroom.

In 2021 we welcomed The Kingsley School, Royal Leamington Spa into our family of schools. Kingsley is an established and highly regarded school, and in 2025 will extend its educational provision to boys as well as girls all the way from 3-18.

More information about the schools may be found on their websites:

www.warwicksschool.org

www.warwickprep.com

www.kingshighwarwick.co.uk

www.thekingsleyschool.co.uk

More information on the Foundation can be found at:

www.warwicksschoolsfoundation.co.uk

The Foundation is an active membership of the following associations:

- AGBIS
- GSA
- IDPE
- HMC
- IAPS
- ISA
- ISB



Organisational Structure

Warwick Schools Foundation, is registered as both a Charity and a Company, with the Governors being both Trustees of the Charity and Directors of the Company.

The Governing Body is the legal guardian of Warwick Schools Foundation and is responsible for ensuring that it delivers its charitable objective:

'To advance education by carrying on in or near Warwick, day and boarding schools for boys and girls.'

Governors delegate the operational running of the Foundation to the Foundation Principal, who acts as Chief Executive Officer with direct accountability for the Foundation and all its activities. The Foundation Principal is Mr Richard Nicholson. He is supported by the Foundation Bursar, Mrs Victoria Espley, who acts as Chief Operating Officer for the Charity.

This role will report to Sports Centre Operations Manager.



Our Facilities

Warwick Campus

Home to some 2,500 pupils aged 3–18, the 55-acre Campus boasts outstanding and cutting-edge facilities for our pupils. The campus has received significant investment over recent decades, including Warwick Hall, which was completed in 2016.

King's High School was also relocated from its historic town centre site in 2019 to join Warwick Preparatory School and Warwick School in a purpose-built home on one spacious, green campus. As part of this relocation, facilities were developed for all schools including:

- Enhanced sports facilities, including a 3G rugby pitch for Warwick School, five netball and six tennis courts.
- A series of pedestrianised Quads.
- A shared Sixth Form Centre for both Warwick and King's High School students to enjoy for shared curriculum enrichment and social activities.
- Improved play space for Warwick Preparatory School, including a nursery garden and 'forest school'.
- A shared Music School for the pupils of King's High and Warwick Preparatory School.

Leamington Campus

The Kingsley School is home to around 300 pupils. Situated in the centre of Leamington, the excellent facilities include the Prep School, Senior School, and a dedicated Sixth Form Centre. Twelve acres of playing fields are just a short drive away and include a pavilion and netball and tennis courts.

Investments over recent years have included a bright and welcoming new Learning Resource



Job Description

Post Title:

Swim Teacher

Salary range

- Level 1: Support Staff Point 22 to 25: £16.91 (£14.46 per hour plus £2.46 holiday pay) to £18.59 per hour (£15.89 per hour plus £2.70 holiday pay)
- Level 2: Support Staff Point 27 to 30 : £19.79 (£16.92 plus £2.88 holiday pay) to £21.59 per hour (£18.45 plus £3.14 holiday pay)

Location

Warwick Campus

Start Date

As soon as possible

Reporting Lines

The post holder will report to the Sports Centre Operations Manager

Purpose of this Job Description

The Foundation considers this document as a “snapshot” of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.

Swim Teachers

We are looking for Swimming Teachers to deliver an effective coaching and teaching program in a friendly and professional manner to all who participate in the Warwick Schools Foundation Swim Scheme.

The Swimming Teacher will be responsible for developing water confidence, safety, and technical swimming skills across a range of participants of different abilities—from non-swimmers to advanced swimmers.

Primary Duties and Responsibilities – Swimming Teacher

- Plan, deliver, assess, and evaluate swimming lessons tailored to individual learning needs, following an agreed syllabus and utilising effective teaching methods.
- Communicate effectively with colleagues to ensure the smooth delivery of the swim school teaching programme.
- Track and map swimmer progress using the online ‘Parent Portal’. Maintain accurate records of attendance.
- Supervise and provide guidance to assistant swimming teachers.
- Create a positive first impression and foster strong customer relationships through excellent communication, product knowledge, and responsiveness to feedback.
- Maintain high standards of personal presentation and always wear the correct uniform.
- Be punctual and ensure lessons start and finish on time.

- Liaise with the management team to support the smooth running of each session, raising any concerns after lessons conclude.
- Demonstrate consistency, professionalism, and commitment in every lesson delivered.
- Comply with all relevant health and safety policies and procedures as outlined by Warwick Independent Schools Foundation.
- Attend CPD (Continuing Professional Development) sessions when required to enhance your skills and stay up to date with best practices.
- Participate in regular Swimming Teacher meetings.
- Adapt to schedule changes; lessons may be cancelled in advance (e.g., for school use) or at short notice due to maintenance or safety issues.
- When lessons are cancelled, undertake alternative duties such as writing reports, updating class registers, attending meetings, or supporting other operational tasks within the sports centre.

Job Description

Additional duties

- The post holder must comply with the Data Protection Act 1988, the Computer Misuse Act 1990 and all other policies as detailed on the Foundation Hub and in the staff handbook.
- To report any Health & Safety problems to the Health & Safety Manager.

Safeguarding and Protection of Children and Young Persons

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an enhanced criminal record check from the Disclosure and Barring Service (DBS) and other pre-starter checks as required by the regulations governing the appointment of staff within education.

These checks will highlight cautions, reprimands, and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children.

All staff are required to adhere to the School Policy on safeguarding and undertake training as required and ensure the safeguarding and well-being of children and young people at the school, in accordance with School policies.

Health and Safety

As an employee you are expected to:

1. Take reasonable care of your own health and safety.
2. Take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do during your work.
3. Co-operate with your employer, making sure you get proper training, and you understand and follow the company's health and safety policies.
4. Not interfere with or misuse anything that's been provided for your health, safety, or welfare.
5. Report any injuries, strains, or illnesses you suffer as a result of doing your job.
6. Tell your employer if something happens that might affect your ability to work (e.g., becoming pregnant or suffering an injury)
7. If you drive or operate machinery, to tell your employer if you take medication that makes you drowsy.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • ASA or STA level one or higher (working towards) • A minimum of six months of experience coaching swimming to children. 	<ul style="list-style-type: none"> • Swimming Coach • Teacher Rescue Award or NPLQ Lifeguard • First Aid at Work Certificate.
Experience/Knowledge	<ul style="list-style-type: none"> • Experience teaching swimming to children and/or adults of varying abilities • Experience working with children • Experience working in a school or educational swim programme 	
Skills/Abilities	<ul style="list-style-type: none"> • Exceptional English language skills and communication skills, both verbal and written. • Strong understanding of swimming techniques and water safety • Effective communication and interpersonal skills 	

Person Specification

	Essential	Desirable
Personal attributes	<p>Adaptability: Able to work flexible hours, including evenings and weekends, to meet the needs of the swim programme.</p> <p>Customer-Focused: Maintains a proactive and helpful attitude, prioritising the needs of children and parents while handling queries and concerns professionally.</p> <p>Self-Motivated: Works independently with confidence and maintains a high level of motivation and enthusiasm.</p> <p>Reliability: Punctual, dependable, and demonstrates a strong sense of responsibility in all teaching duties.</p> <p>Professional Appearance: Maintains excellent personal presentation and adheres to uniform standards at all times.</p> <p>Commitment to Development: Willing to undertake training and CPD opportunities, and actively contribute to continuous improvement in a dynamic Sports Centre or school setting.</p> <p>Interpersonal Skills: Approachable and supportive, with the ability to build rapport with children, parents, and colleagues.</p> <p>Team Leadership (where applicable): Can motivate and support assistant teachers, fostering a positive, inclusive, and effective learning environment.</p>	
Safeguarding Children, Young People and Vulnerable Adults	<ul style="list-style-type: none"> • Understands their role in the context of safeguarding children, young people, and vulnerable adults • Ability to form and maintain appropriate relationships and personal boundaries with children and young people 	<ul style="list-style-type: none"> • Safeguarding training/qualifications
Equal Opportunities	<ul style="list-style-type: none"> • Understanding of the requirements of Equality and Diversity 	

Further Details

Predicted working hours:

Fridays: 18:00-19:00
Saturdays: 08:30-13:30/14:30
Sundays: 08:30-13:00/14:00

Working weeks: All year round

Pay Banding:

- Level 1: Support Staff Point 22 to 25: £16.91 (£14.46 per hour plus £2.46 holiday pay) to £18.59 per hour (£15.89 per hour plus £2.70 holiday pay)
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Other benefits:

- Competitive contributory pension scheme (employee contributions matched by employer contributions up to 14%).
- Employee Assistance Programme.
- Free meals and refreshments provided during the working day.
- Free parking on site.
- A virtual GP and Physio service
- Access to a wide range of retail discounts
- Salary sacrifice schemes
- Use of the Sports Complex for staff.
- A strong, supportive staff community.

Appointment Method

An interview will include questions about safeguarding children. The appointment will depend on satisfactory DBS clearance.

Warwick Schools Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any concerns should be reported in accordance with the Foundation's Child Protection policy.

Equality, Diversity and Inclusion

The Warwick Independent Schools Foundation is committed to promoting equality of opportunity for all pupils and staff, both current and prospective, and in this position, you will actively support an environment and workplace culture that values equality, diversity and inclusion.



Appointment Timetable

Completed applications should be submitted to hr@warwickschools.co.uk

Deadline for submission of applications (on the standard application form): 5th June 2026, may close earlier if suitable applicant found

Interview date: To be confirmed

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Warwick Independent Schools Foundation, a registered charity, number 1088057
A company limited by guarantee; Registered in England; company number 4252305
Registered office: Warwick School, Myton Road, Warwick CV34 6PP