

**Job title:** Specialist Swimming Instructor / Lifeguard

**Reports to:** Headteacher in all matters

**Working to:** Deputy Head

**Pay Scale:** Grade 5 SCP 12

### **Overall Job purpose:**

To ensure that the pool environment is conducive to the delivery of effective swimming instruction to children with a wide range of learning difficulties and additional needs, ensuring consistency of provision for individuals to ensure progress.

To assist in the day to day running of the school pool by carrying out all duties as appropriate to the role, including health and safety and cleaning.

To keep children safe through close supervision, vigilance regarding potential hazards, adherence to moving and handling guidelines, being able to effect a prompt rescue in accordance with lifeguard protocols and administering CPR if required (see Appendix 1, (i)).

To assist with the planning, preparation and delivery of group and individual swimming programmes which have been suitably differentiated to meet individual pupil needs, with reference to the National Swimming Plan.

To deliver and support innovative and effective swimming instruction to children with a wide range of learning difficulties (including severe and complex learning difficulties, complex medical needs, social and behavioural difficulties and Autism) on poolside and in the water.

### **Principal Duties and Responsibilities**

- Ensure the pool area is organised, clean and tidy and that the environment is in line with school protocols.
  - Ensure safe moving and handling practice within the pool area.
  - Work with colleagues in the swim team to develop teaching strategies and other skills which will make teaching of swimming more effective.
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- Work with colleagues in the swim team to deliver swimming instruction across the whole school, off-site, class, group and individual activities and/or swimming programmes.
  - Assist with all aspects of the swimming curriculum and ensure that lessons are appropriately cross-curricular and provide a positive, appropriate learning experience which fosters the development of each child.
  - Assist with assessment and recording processes in relation to children's targets as required.
  - Communicate with pupils with varying degrees of varying learning needs including those with speech and hearing difficulties, using gesture, sign and other communicative system/equipment where necessary.
  - Develop and maintain high levels of effective communication with children and adults and share information about progress in swimming.
  - Contribute to inter-school links e.g. by assisting with participation in inter-school swimming galas.
  - Report any defects to the Operating Lead for Special Schools.
  - Ensure high levels of health and safety at all times through adherence to Normal Operating Procedures and Willow Dene pool use guidelines.
  - Contribute to and feedback on the Normal Operating Procedures and Emergency Action Plan.
  - Ensure compliance with H & S regulations, particularly in relation to the Control of Substances Hazardous to Health (COSHH).
  - Ensure a high standard of cleanliness and hygiene is maintained in all areas of the pool - see Appendix 1 (ii).
  - Take appropriate action following any soiling/sickness in the pool - see Appendix 1(iii).
  - Liaise with the Deputy Head, Swimming Co-ordinator and Operating Lead for Special Schools regarding closing and reopening the pool. Keep records as necessary.
  - Follow protocols in relation to risk assessments.
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- To ensure that qualifications appropriate to the post:
  - (including First Aid at Work, Paediatric First Aid, National Pool Lifeguard (NPL), and Safe Moving and Handling) are regularly updated. Attend training as necessary.
- To support in school wide events and within the classroom as directed by Headteacher .
- Carry out all duties of the post in line with:
  - The school and Council's equalities policies
  - The school's health and safety and safeguarding policies and procedures
  - The school's teaching and learning, behaviour and discipline policies

This job description is not necessarily comprehensive. It will be reviewed at least once a year and may be modified or amended to meet the developing needs of the school at any time following consultation with the post holder.

## **General Duties**

- To have due regard to the provisions of Health and Safety at work legislation
- To have due regard to the Trust's Equal Opportunities Policy
- To be aware of the confidential issues regarding this post including adhering to GDPR requirements
- To undertake any other duties that are within the grade and scope of the post, as determined by the Headteacher/Manager.
- To undertake annual mandatory and statutory training as directed by the Trust or School.

## **Developing self and working with others**

- Promote and maintain a culture of high expectations for self and others
- Regularly review own practice, set personal targets and take responsibility for own development, seeking advice and support from relevant colleagues

## **Scope:**

The post-holder will be based at one of the Trust Schools and will be expected to work across the Trust, travelling from time to time to school sites. This job description needs to be considered in the context of a developing and evolving situation and, therefore, responsibilities described here may be adapted to meet changing needs.

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## **Safeguarding:**

Compass Eko Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Employees are expected to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Trust.

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## **Appendix 1 - Swimming Instructor/Lifeguard**

(i) To keep children safe through close supervision, vigilance regarding potential hazards, adherence to moving and handling guidelines, being able to effect a rescue in accordance with lifeguard protocols and administering CPR if required.

As a lifeguard you will hold an appropriately accredited qualification following assessment by an external independent assessor. You will be required to:

- Be fit and healthy
- Work effectively in a team
- Maintain vigilance of both pool and users
- Understand the key principles of water safety, early intervention and accident prevention
- Know how to use a range of rescue equipment appropriately
- Be able to recover and land a pool-user who is in difficulty and know how to manage a spinal cord injury
- Perform all aspects of CPR
- Know how to use an AED (An automated external defibrillator)

(ii) To ensure a high standard of cleanliness and hygiene is maintained in all areas of the pool to include:

- Making sure that monthly water bacterial-testing is carried out by an external contractor. Review resulting report and follow up on actions as necessary
- Carrying out daily checks prior to the start of the school day, including water temperature, air handling unit temperature and chemical levels and recalibration of chemical dosing unit
- Carrying out a weekly backwash, including cleaning of strainer baskets, skimmer baskets, injectors and probes
- Ensuring that the pool filtration plant is cleaned regularly and operating correctly
- Ensuring that water tests are carried out at 2-hourly intervals throughout the school (and extended) day.

(iii) Take appropriate action following any soiling/sickness in the pool:

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- Netting of any substances, vacuuming the pool, increase chemicals and ensure sufficient turn-overs are carried out. Re-test pool water and reduce chemicals prior to reopening. Ensure all results are within tolerance.
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## Person Specification

Criteria	Essential	Desirable	How tested
Qualification	<ul style="list-style-type: none"> <li>Minimum of Level 2 qualification in English and Mathematics.</li> </ul>	<ul style="list-style-type: none"> <li>A current recognised qualification in the following:  Lifeguard  Swimming Instructor  A current recognised First Aid at Work and Paediatric qualification</li> </ul>	<p>A / C / E</p> <p>A / C / D</p> <p>A / C / D</p> <p>A / C / D</p>
Experience	<ul style="list-style-type: none"> <li>Experience of working as a Swimming Instructor and Lifeguard.</li> <li>Good verbal communication with children and adults.</li> </ul>	<ul style="list-style-type: none"> <li>Working with children with special educational needs.</li> </ul>	<p>A / I / E</p> <p>A / I / E</p>
Knowledge and Skills	<ul style="list-style-type: none"> <li>Awareness of children's medical needs whilst lifeguarding.</li> <li>Ability to be deliver appropriate swimming instruction to meet the needs of individual children.</li> <li>Ability to use initiative to identify maintenance problems and rectifying them as appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>An understanding of, and commitment to, the school's aims and values.</li> </ul>	<p>A / I / O</p> <p>A / I</p> <p>A / I / C</p>

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	<p>Opportunities Policy and acceptance of responsibility for its practical applications</p> <ul style="list-style-type: none"> <li>• Ability to apply the principles of the Equal Opportunities framework to working with children and adults in an education setting.</li> </ul>		<p>A / I</p> <p>I</p>
Personal attributes	<ul style="list-style-type: none"> <li>• Punctual, dependable and trustworthy</li> <li>• Is proactive and actively seeks solutions</li> <li>• Discreet, tactful and able to maintain confidentiality</li> <li>• Patient, courteous and positive</li> </ul>		<p>A/I/O</p> <p>A/I</p> <p>A/I/O</p> <p>A/I/O</p>

## Key

A = Application Form, I = Interview, O = Observation, C = Original Certificate D = Desirable E = Essential