

WORK WITH US AT FRAMLINGHAM COLLEGE

Recruitment Pack



Casual Swim Teacher

| | |
|-------------------------------|---|
| Employment Status | Zero Hour |
| Employment Location | Framlingham College Sports Centre (located at Framlingham College Senior School) |
| Closing Date for Applications | Midday 3 rd July 2026 |
| Interviews Week Commencing | Applications are reviewed upon receipt, you are therefore advised to apply at your earliest convenience |

IMPORTANT INFORMATION

Framlingham College is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

framlinghamcollege.co.uk/employment



Welcome from the Director of People

Dear Applicant,

Thank you for your interest in the position of Swimming Teacher at Framlingham College.

Framlingham College is a co-educational boarding and day school which comprises the Prep School, in the beautiful surroundings of Brandeston Hall, and the Senior School which is set in the market town of Framlingham overlooking the famous castle.

We are looking for talented Level 2 swimming instructors to join our team and support the delivery of the Swim England Learn to Swim programme provision. The ideal candidate will not only have good technical abilities but a true love of teaching. The post holder would be required to lead safe, effective, meaningful and interesting lessons for children (and adults) of varying ages and abilities, including those with additional needs where relevant. Our Level 2 Swimming Instructors are critical to our community, providing an essential lifesaving skill to all those who participate.

If you have a passion for developing swimming skills, technique and confidence in the water for children from the College, external schools and those registered on our community swim programme, then this role is for you. The post attracts an hourly rate of £17.40 with a total hourly commitment per week and role flexibility open for discussion.

The College offers its employees free membership to the Sports Centre which includes access to the pool, gym and discounts to fitness classes, squash and tennis courts. Staff have access to; free parking when onsite, an independent pensions advisor, a free lunch when the kitchen is operational and free uniform. We have also worked with a number of local businesses to offer discounts to staff.

We welcome all applications especially from independent thinkers, creative minds and inspirational people and very much look forward to receiving your application.

Sally Wood
DIRECTOR OF PEOPLE, FRAMLINGHAM COLLEGE

How to Apply

Before applying, you are strongly advised to read through the Application Guidance Notes and Job Applicant Privacy Notice (available on our website).

Please submit a cover letter outlining your suitability for the role together with an application form. CV's will not be accepted in substitution for completed application forms in the absence of good reason. CV's may be submitted in addition to the application form in order to supply additional background information.

Applications should be received no later than **Midday 3rd July 2026.**

You will be notified of an exact date if you are shortlisted for interview.

Please send your cover letter and completed application form to: The HR Department, **Framlingham College, College Road, Framlingham, Suffolk. IP13 9EY.** You can also email your application to: **hr@framlinghamcollege.co.uk**

All information within your application will be treated confidentially.

References

All successful appointments at Framlingham College are subject to receipt of two satisfactory references and all applicants will undergo child protection screening, including checks with previous employers and the Disclosure and Barring Service. Further information can be found within the Application Guidance Notes.

Employee Benefits

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Competitive rates of pay;
- A free lunch each day when the kitchen is operational;
- Free parking for all employees;
- Auto-enrolment into a contributory pension scheme with Legal & General;
- Access to a pensions adviser;
- Professional development and ongoing CPD through internal and external training;
- Personal Accident Insurance;
- 24/7 access to our Employee Assistance Programme;
- Complimentary membership of Framlingham College Sports Centre, which includes access to the swimming pool, gym, tennis and squash courts;
- FramSoc membership, which includes free or discounted admissions to seminars in the College Theatre or Chapel;
- Cycle to Work scheme;
- Discounts with many local businesses within Framlingham;
- Family Swimming Sessions at Framlingham College Sports Centre;
- Christmas Shutdown.

Job Information

Reports To

Swim and Operations Manager

Job Location

Framlingham College Sports Centre (at Framlingham College Senior School)

Job Description

JOB PURPOSE:

To assist the Swim and Operations Manager in the running of swimming lessons held at Framlingham College, including College pupils, external schools, community swimming and private swimming lessons.

We are looking for a passionate experienced swim Instructor to join our team. As a swim Instructor, you will be responsible for providing high-quality swim lessons to individuals of all ages and skill levels. Your role will be vital in promoting water safety and helping swimmers improve their techniques.

KEY RESPONSIBILITIES:

This is not an exhaustive list and the post holder will be expected to show flexibility and assist with other tasks of a similar nature.

- Conduct swim lessons following established curriculum and safety guidelines
- Instruct students on proper swimming techniques, strokes, and water safety skills
- Provide feedback and encouragement to help swimmers progress and achieve their goals
- Ensure a safe and positive learning environment for all participants
- Communicate effectively with students, parents, and staff members
- Monitor and enforce pool rules to maintain a secure swimming environment
- Ensure all Normal Operating Procedures (NOP) are followed and if required Emergency Action Plan (EAP) put into place
- Ensure all maintenance issues are reported to the Sports Centre Operations Managers
- Take part in appropriate continuing professional development

EXPERIENCE

- Previous experience of swim instruction is essential
- Ability to educate and motivate individuals to enhance their swimming abilities
- Strong communication skills to interact with diverse groups of people

QUALIFICATIONS

- Must have Swim England Level 2 or STA Award in Teaching Swimming
- Hold a NPLQ, NRASTC or alternative Water Safety award



Continued from previous page

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The posts holder is responsible for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact. You will adhere to and ensure compliance with the school's Child Protection Policy at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's child protection officer.

This Job Description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Employees will be expected to comply with any reasonable request from management to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

Person Specification

E = Essential • D = Desirable

QUALIFICATIONS

| | |
|--|---|
| Educated to GCSE or equivalent | E |
| Swim England Level 2 or STA Award in Teaching Swimming | E |
| Hold a NPLQ, NRASTC or alternative Water Safety award | E |

PROFESSIONAL EXPERIENCE

| | |
|--|---|
| Providing support to senior staff | E |
| Providing a first-class service to members and all other user groups | E |
| Experience of working in a leisure environment | E |
| Familiarity with working in a school environment | D |

PERSONAL ATTRIBUTES

| | |
|--|---|
| Flexibility and adaptability | E |
| Excellent attention to detail | E |
| Polite and helpful with a "can do" attitude | E |
| Willingness to work as part of a team | E |
| Willingness to develop new skills | E |
| High level of confidentiality, discretion and tact | E |
| Reliable | E |
| Level headed, approachable and adaptable | E |

Person Specification

E = Essential • D = Desirable

Able to show initiative

E

Self-motivated

E

SAFEGUARDING CHILDREN

Awareness of safeguarding issues

E

Knowledge of safeguarding children legislation and good practice

D



Our Location

Framlingham College comprises of the Prep School in the beautiful surroundings of the idyllic neo-Tudor Brandeston Hall beside the River Deben in the village of Brandeston, and the Senior School, set amongst stunning surroundings in the market town of Framlingham - approximately five miles from Brandeston.

The town of Framlingham pre-dates its mention in the Domesday Book of 1086 and is perhaps most famous for its castle. This magnificent monument occupies a hill on one side of the town's mere, while the Senior School campus tops the rise opposite.

On Tuesdays and Saturdays, the town centre hosts a busy market selling food and drinks, gifts and collectibles. Framlingham boasts a range of independent shops, covering practically every need, while the numerous eating places and pubs cater to almost every taste.

Just a few miles from Suffolk's Heritage Coast - embracing Aldeburgh and Southwold, amongst many other seaside locations - Framlingham is about 35 minutes by car from the county town of Ipswich, 40 minutes from Bury St Edmunds in the west of the county and an hour from the city of Norwich in Norfolk.

There are regular trains from Ipswich to London's Liverpool Street station. London Stansted Airport and Norwich Airport are each just over an hour's drive away from Framlingham.

About Framlingham College

Framlingham College is a co-educational, independent boarding and day school for pupils aged 3 - 18.

The College embraces pupils with a wide range of interests and abilities and offers a huge number of co-curricular activities and sports that complement our academic curriculum and enrich our pupils' experience. We believe that learning happens within and beyond the classroom; our pupils and staff have high expectations of and for themselves within a supportive and aspirational environment. We believe in instilling curiosity, a spirit of enquiry and a love of learning for learning's sake, in every pupil.

Our vision is to develop in each child the knowledge and skills they need to thrive as global citizens in their adult world.