



# Swim Teacher

## Job Description

<b>Post:</b>	Swim Teacher
<b>Relationships:</b>	The post holder is responsible to the Sports Club Manager
<b>Pay:</b>	£20 per hour (Assistant Swim Teacher £14.08 per hour)
<b>Fundamental Task:</b>	To teach a range of aquatic skills to both individuals and groups using the ASA National Plan for Teaching Swimming (NPTS). To work with the Swim School Coordinator to develop and improve both the Swim School Program and the Private Lesson Program.

### Specific Duties:

- Abide by all policies and codes as required by the Sports Club
- Ensure that you have access to injury report forms available at all times
- Ensure that your qualifications are renewed and updated as and when required
- Be aware and understand the Sports Club Emergency Action Plan and Normal Operating Procedures (EAP & NOP)
- Attending training and development sessions, on occasion out-with your normal hours of work to ensure your Health and Safety competence and your continuous professional development
- Assist at all times to ensuring the smooth and efficient delivery of the swimming lesson programme
- Demonstrate and promote commitment to the company's values and objectives
- To follow and promote Monkton Combe Schools Child Protection policy at all times
- To report any Child Protection matters to the relevant people working with the Schools Child Protection Procedures
- To undertake any additional duties as may be required by the Sports Club Manager

### Operational Tasks

- To work with groups and individual swimmers to help them achieve the aims required by the National Plan for Teaching Swimming (NPTS)
- Undertaking administrative duties such as grading or taking payments for private lessons to support the delivery of an effective programme
- Developing positive relationships with class participants, other teachers and guardians



- Adopt a positive attitude at all times for the customer, any issues that arise should be dealt with on a case by case basis liaising with the Swim School Manager to find the best solution moving forwards.
- Ensuring a safe and secure environment for visitors and employees
- To Coordinate with the Swim School Manager and Commercial Manager raising any issues that you feel affect or could improve the Swim School Program
- Complete Swim School reports on each child's progress and liaising with parents as and when required
- To complete schemes of work and lesson plans
- Set up and put away any equipment needed for lessons
- Make notes of any particular needs of an individual swimmer

Note: The post holder may be reasonably required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the character of the duties or the level of responsibility entailed. This may include being asked to work in the capacity of Assistant Swim Teacher, for which work the post holder would be paid at the Assistant Swim Teacher rate.

### Person Specification

		Essential	Desirable
<b>Qualifications</b>	ASA / UKCC Level 1 Certificate	✓	
	Aquatic Teaching or STA Beginners Swimming Teacher National Pool Lifeguard qualification or similar other complimentary ASA/STA	✓	
	Qualifications (e.g. Adult & Child, disability, other aquatics etc)		✓
	First Aid		✓
	Evidence of continuing professional development (CPD)		✓
<b>Experience</b>	Previous experience of working with children	✓	
	Previous Aquatic Teaching experience	✓	
<b>Knowledge And Understanding</b>	Basic knowledge of needs of young children	✓	
	Equal Opportunities, Health and Safety and Child Protection	✓	
	Knowledge of issues relevant to education and child development		✓



<b>Skills</b>	Able to form excellent relationships with children, staff and parents	✓	
	Able to communicate well and establish firm and consistent boundaries	✓	
	Good communication skills	✓	
	Good attention to detail	✓	
<b>Personal Attributes</b>	Inspires others to have confidence in his/her knowledge and ability	✓	
	Is observant, imaginative, enthusiastic, friendly and puts others at ease	✓	
	Creates a fun environment for participants	✓	
	Demonstrates a high level of honesty, integrity and maintains high standards	✓	
	Harding working	✓	
	Has a flexible approach to work	✓	
	Able to work as part of a team	✓	

## Safeguarding

Monkton Combe School 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 Disclosure and Barring Service.

- [Child Protection \(Safeguarding\) and Staff Code of Conduct and Behaviour Policy, including EYFS](#)
- [Equal Opportunities Policy, including EYFS](#)

## Diversity Statement

We seek passionate individuals who live out our four core values (confidence, integrity, humility and service) and inspire our bright, curious and enthusiastic students. Monkton thinks differently. We appreciate and value difference, and our ambition is to attract, develop and retain a diverse mix of talented people that will contribute to our ethos and values.