Ladybridge High School

Job Description

Job Title	SWIMMING INSTRUCTOR
Grade	GRADE F SCP 17 TO 23
Primary Purpose of the Job	To plan and deliver school swimming sessions as part of the PE curriculum for Ladybridge learners. To plan and deliver swimming sessions for groups of children from primary schools. To work under the guidance of teaching/senior staff within an agreed system of supervision to implement work programmes with individuals/groups.
Responsible to	Swimming Teacher/Business Manager

PRIMARY PURPOSE OF THE JOB

To ensure the safe and efficient operation of the swimming pool and its users through effective use of resources and compliance with operational procedures.

Responsible for for the safety of swimming pool users and the skill advancement of the learners.

MAIN DUTIES

- To have a sound understanding of the safe use of swimming pools and their safety equipment in accordance with the the school's relevant guidelines, policies and procedures, in order to prevent injury, accidents, misuse and damage to the pool area.
- To instruct individuals or groups in the art of swimming or other associated aquatic activities and to ensure the safety of all swimming pool users.
- To provide schemes of work and lesson plans for pool activities.
- To provide instruction under the current Learn to Swim programme and to undertake assessments as required.
- To promote and support the Learn to Swim programme with local primary schools.
- To have sound knowledge of health and safety, first aid and emergency CPR.
- To ensure that standards of safety, cleanliness and tidiness are maintained around the swimming pool and in the changing rooms.
- To report any Health and Safety matters to the Facilities Manager.
- To offer and deliver extra-curricular activities.
- To hold Level 2 Swim Instructor and keep an up to date knowledge of current swim teaching practice and safety requirements for the management of swimming lessons.

- To remain in possession of a valid National Pool Lifeguard Qualification and attend regular lifeguard training.

SUPPORT FOR THE SCHOOL

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality, GDPR and data protection. Report all concerns to the appropriate person (as named in the policy concerned)
- Be aware of and support difference and ensure all learners have equal access to opportunities to learn and develop
- Contribute to the school ethos, aims and development/improvement plans
- Establish constructive relationships and communicate with other agencies/ professionals in liaison with the teacher, to support achievement and progress of learners
- Attend and participate in regular meetings as required
- Participate in training and other learning activities as required
- Establish own best practice and use to support others
- Accompany teaching staff and learners on visits, trips and out of school activities as required

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated, at the discretion of the Headteacher and to meet the needs of the school.

Version Control	
Job Description updated by:	Gaynor Chesterfield
Job Description updated:	November 2021

Person Specification

School LADYBRIDGE HIGH SCHOOL
Job Title SWIMMING INSTRUCTOR
Grade GRADE F

MINIMUM ESSENTIAL REQUIREMENTS		METHOD OF ASSESSMENT
1.	**Skills and Knowledge**	
1.1	Ability to work effectively within a team, understanding school roles and responsibilities	Application Form/Interview
1.2	Excellent level of verbal and written communication	Application Form/Interview
1.3	Ability to promote a positive ethos and role model attributes	Application Form/Interview
1.4	Excellent numeracy and literacy skills	Application Form/Interview
1.5	Ability to work with learners at all levels regardless of specific individual need	Application Form/Interview
1.6	Ability to adapt own approach in accordance with learner needs	Application Form/Interview
1.7	In depth knowledge of learn to swim programmes and other aquatic activities	Application Form/Interview
1.8	Understanding and working knowledge of the national curriculum	Application Form/Interview
1.9	Working knowledge and understanding of principles of child development, learning styles and independent learning	Application Form/Interview
1.10	Working knowledge of relevant policies/codes of practice/ legislation	Application Form/Interview
1.11	Understanding of inclusion, especially within a school setting	Application Form/Interview
1.12	Experience of resources preparation to support learning programmes	Application Form/Interview
1.13	**Competencies** Please note the school's competencies, which are considered to be essential for all roles, are in the attached Core Competencies document.	Interview
2.	**Personal Qualities and Beliefs**	
2.1	Values diversity	Application Form/Interview
2.2	Alignment with Ladybridge beliefs and mission	Application Form/Interview
2.3	Optimistic outlook – a belief that the work we do makes a difference to others	Application Form/Interview
2.4	Honest, reliable, open minded, modest and full of integrity	Application Form/Interview
2.5	Models Ladybridge WISDOM qualities of Respect,	Application Form/Interview

	Commitment, Curiosity, Kindness, Teamwork and Resilience	
2.6	Excellent time management skills	Application Form/Interview
2.7	Good attendance and punctuality	Application Form/Interview
3.	**Experience/Qualifications/Training etc.**	
3.1	Experience of delivering swimming lessons at all levels	Application Form
3.2	Level 2 Swimming Teacher qualification	Application Form
3.3	National Pool Lifeguard Qualification	Application Form
3.4	First Aid Certificate (or willingness to attend a course)	Application Form
3.5	Experience of working with learners of different ages and abilities	Application Form/Interview
3.6	Willingness to participate in relevant training and development opportunities	Application Form/Interview
3.7	Awareness of Health & Safety procedures	Application Form/Interview
4.	**Work Related Circumstances**	
4.1	High expectations of all learners; respect for their social, cultural, linguistic, religious and ethnic background	Application Form/Interview
4.2	Demonstrate and promote the positive values, attitudes and behaviour they expect from the learners	Application Form/Interview
4.3	Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice	Application Form/Interview
4.4	Willingness to work evenings and weekends, and additional hours if required	Application Form/Interview
4.5	Able to improve their own practice through observations, evaluations and discussion with colleagues.	Application Form/Interview
4.6	Demonstrate excellent time management skills	Application Form/Interview
4.7	High standards of personal presentation and appearance	Application Form/Interview

STAGE TWO Will only be used in the event of a large number of applicants meeting minimum essential requirements

ADDITIONAL REQUIREMENTS		METHOD OF ASSESSMENT
1.	Possession of a current full driving licence with a minimum of two years driving experience, no major endorsements and a maximum of 3 points.	Application Form/Interview
2.	Willingness to undertake a driving assessment to drive the school minibuses	Application Form/Interview

Note to Applicants**: Please try to show in your application form, how best you meet these requirements**

Date Person Specification updated	November 2021
Person Specification prepared by	Gaynor Chesterfield

Core Competencies

These core competencies are considered essential for all roles within this school. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.

Developing Self and Others
Promote a learning environment to embed a learning culture. Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development.

Civil Contingencies
Bolton Council has a statutory duty under the Civil Contingencies Act 2004 to respond in the event of an emergency. If the Emergency Management Plan is activated, you may be required to assist in maintaining key council services and supporting the community. This could require working outside of routine working hours and working from places other than your normal place of work.

Equality and Diversity
Uphold the principles of fairness and the Equality Act 2010 in all undertakings as an employee of the school, including providing a fair, accessible service irrespective of customer's race, religion, gender, sexuality, disability or age.

Customer Care
The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring and professional image.

Health and Safety
Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

Data Protection and Confidentiality
Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow school policies and procedures on dealing with personal information and information assets, including the Code of Conduct, Information Management, and ICT Acceptable Use. Personal or confidential data should only be accessed or used for school purposes.

Fluency Duty
Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required by the Immigration Act 2016.

Working Hours
The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

Safeguarding
This School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure and Barring Service.