

SWIM TEACHER Job Description

Title of Post: Swim Teacher

Relationship: The post holder is responsible to the Sports Club Manager.

Fundamental Task: 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 Co-ordinator to develop and improve both the Swim School Program and the Private Lesson Program.

Key Tasks:

- 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.
- Ensuring the smooth and efficient delivery of the swimming lesson programme.
- Demonstrating and promoting 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/Individuals of swimmers to help them achieve the aims required by the National Plan for Teaching Swimming (NPTS).
- Undertaking administrative duties to support the delivery of an effective programme of coaching and teaching.
- Developing positive relationships with class participants and guardians.
- Ensuring a safe and secure environment for visitors and employees .
- Provide ongoing training to those concerned with the delivery of the swimming lesson programme.
- To Co-ordinate with the Deputy Sports Club Manager on any issues that affect the Swim School Program.
- Complete Swim School reports on pupils progress and liaise with parents, where required to do so.
- To complete schemes of work and Lesson plans for all class that the teachers teaches .
- 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.

SWIM TEACHER Person Specification

	Essential	Desirable
Qualifications	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).
Experience	Previous Aquatic Teaching experience	
Knowledge And Understanding	Basic knowledge of needs of young children Equal Opportunities, Health and Safety and Child Protection	Knowledge of issues relevant to education and child development
Skills	Good communication skills Good attention to detail	
Personal Attributes	Inspires others to have confidence in his/her knowledge and ability Is observant, imaginative, enthusiastic, friendly and fun loving. Puts other at ease Creates a fun environment for participants Demonstrates a high level of honesty and integrity Sets and maintains high standards Harding working	

	Has a flexible approach to work Ability to work as part of a team.	
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SWIM TEACHER Terms and Conditions

Salary	Paid at the rate of £16.67 per hour annually (depending on qualifications and experience) to be reviewed. To be claimed on monthly time sheets this should be countersigned by the Commercial Manager before being forwarded to the Bursary for payment.
Hours of Work	The hours of work will require a flexible time commitment to fit in with both the School and Club use. The Club operates on a shift system and this will involve some evening and weekend working.
Holidays	28 days per annum including Bank Holidays, pro rata for part time/part year. This must be claimed annually.
Lunch	Will be available and may be taken at School while catering facilities are functional (normally during School terms and a few days either side) if working hours coincide with School lunchtimes.
Notice	One week's notice from either party.
Medical	All employees are subject to a medical report and to undergo a medical examination, if required.
Retirement	The normal retirement age for this employment is 65. However, the mechanics for compulsorily retiring employees have now been abolished so employees are required to provide notice in line with their contractual obligations above, when, they wish to retire.
Security	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 Criminal Records Bureau.

SWIM TEACHER Child Protection (Safeguarding)

Monkton takes safeguarding very seriously. To this end, all appointments are made subject to satisfactory DBS clearance. The interview will include questions about safeguarding children. Monkton's Child Protection (Safeguarding) Policy includes the following information:

The framework provided is an ordered, purposeful, happy and caring community. Pupils are encouraged to develop moral discernment. High standards of behaviour are expected and young people are asked to treat others with courtesy and respect. The School sets out to create a secure basis for living in community and to achieve a balance between thoughtfulness towards others and freedom for the individual to develop his or her own personality. Good pastoral care is central to the life of the School, through the Principal/Heads, Houseparents, Tutors, the Chaplain, the Medical Centre Sister and other members of staff.

Specific Objectives

To foster pupils' educational development through all areas of the curriculum so that their self-esteem is raised, enabling them to acquire skills, attitudes and coping strategies which will help them to make reasoned decisions based upon sound judgement and valid information.

To provide a variety of opportunities for discussion with their peers and teachers in which the ground rules of confidentiality, tolerance and trust are observed.

1. To teach problem-solving techniques, assertiveness skills and respect for themselves and for other people. To encourage them to be responsible members of the school community, who will develop into caring adults with regard to their families and to society.
2. To maintain links with parents and representatives of outside agencies.
3. To view seriously any instances of bullying and to deal with them effectively.
4. To ensure that all members of the school staff understand Child Protection procedures and are alert to signs of potential or actual abuse in the categories of physical injury, neglect, emotional or sexual abuse.
5. To have in place effective reporting and action procedures, as required by the Children Act 1989 (Pupil > Member of Staff > Designated Teacher > Principal/Head > School Medical Officer (where appropriate) > Social Services). These are set out in more detail in the policy 'Child Abuse/Protection' in this section of the Staff Handbook.

The full Child Protection (Safeguarding) document can be found through URL:
<http://monktoncombeschool.com/assets/files/policies/Child%20Protection%20Safeguarding%20Policy%20June%202013.pdf>. If you are unable to access the internet, please request a hard copy.

Equal Opportunities

The Equal Opportunities Policy Statement and Policy Statement on Harassment at Work are designed to implement the commitment of the School to Equal Opportunities. It is the responsibility of every employee to ensure his or her own conduct conforms to the expected standards and reflects these Policy Statements.

The aim of the Policies is to encourage harmony and mutual respect between individuals in order to promote good working practices with a view to maximising performance.

If these Policies are not implemented, then valuable talent and potential are wasted. Moreover, when unfair discrimination, harassment, bullying or victimisation take place they bring about a climate of fear, insecurity and poor work performance. As well as being unlawful, this affects morale. The School aims to comply with all relevant UK and European legislation.

Monkton Combe School has been registered as a school with a religious character by the DfES. As such the School is able to advertise for and appoint teaching staff who have specific Evangelical Christian faith that is central to the ethos and tradition of the School. In specific circumstances this authority enables positive discrimination in favour of Evangelical Christians.

It is vital that every employee understands his or her responsibilities. Equal Opportunities are taken very seriously by the School and wilful failure to apply the Policies or evidence of discrimination, harassment, bullying or victimisation will result in disciplinary action which may include dismissal.

The Equal Opportunities Policy Statement

1. The School values the individual contribution of people irrespective of sex, age, marital status, disability, sexual orientation, gender reassignment, race, colour, religion, ethnic or national origin.
2. All employees should be treated with dignity and respect. The School will use its best endeavours to provide a working environment free from unlawful discrimination, harassment or victimisation on the grounds of sex, age, marital status, disability, sexual orientation, gender reassignment, race, colour, religion, ethnic or national origin.
3. The School recognises its legal obligations, including those under the Race Relations Act, Sex Discrimination Act, The Equal Pay Act, the Disability Discrimination Act and the Part-time Workers legislation.
4. Notwithstanding the School's designation as a School with a religious character by the DfES, the School undertakes to review periodically its selection criteria and procedures to maintain a system where individuals are selected, promoted and treated on the basis of their merits and abilities.
5. The School will not tolerate acts which breach this Policy and all instances of such behaviour or alleged behaviour will be taken seriously, fully investigated and possibly subject to disciplinary procedures. The School further seeks to give all employees equal opportunity and encouragement to progress within the School.
6. If an existing employee becomes disabled the School will make every effort to retain him or her within the workforce whenever reasonable and practicable.
7. Whenever reasonably practicable to do so, the School will install in existing premises facilities

for people with disabilities. Whenever the School invests capital in new or refurbished premises, every practicable effort will be made to provide for the needs of staff and pupils with disabilities.

8. The School undertakes to distribute and publicise this Policy Statement to all employees and elsewhere as from time to time appropriate.
9. Any employee who believes that he or she may have been subjected to treatment which breaches this Policy may raise the matter through the grievance procedure.

Policy statement on harassment at work

1. The School believes that the dignity of every person must be respected. Harassment of colleagues or pupils is unacceptable and will be regarded as gross misconduct. The highest standards of conduct are required of everyone regardless of seniority.
2. The School recognises that harassment may take many forms. It may be directed towards persons of either sex. It may relate to a person's ethnic origin, religion, age, sex, sexual orientation, physical or mental attributes or some other personal characteristic.
3. Harassment may involve action or inaction, behaviour, exclusion, comment or physical contact that the recipient finds objectionable or offensive. It may result in the recipient feeling threatened, humiliated, intimidated, patronised, demoralised or less confident in their ability. Condoning such conduct may be harassment in itself. The test of harassment is, at least in part, subjective.
4. Examples of unacceptable conduct include:-
 - verbal abuse, or insulting behaviour
 - sexist or racist jokes, jokes about an individual's sexual orientation or jokes about an individual's physical or mental attributes
 - the display or circulation of sexually suggestive or racially abusive material
 - bullying, coercive or threatening behaviour
 - the ridicule or exclusion of an individual for cultural or religious differences, on the grounds of sex or sexual orientation or on the grounds of disability
 - unsolicited or unwelcome sexual advances, including touching, staring or commenting
 - comments of a sexual nature about a person's appearance or dress.
5. Harassment, and particularly sexual, racial or disability harassment, will be regarded as gross misconduct for disciplinary purposes. Accordingly, employees guilty of harassment run a serious risk of summary dismissal.
6. Equally, an allegation of harassment must not be made lightly. If it is found that an allegation of harassment has been made without foundation and maliciously, then this will also be regarded as



gross misconduct for disciplinary purposes.

7. All complaints of harassment should be made to the appropriate manager unless the complaint is regarding this person, in which case the complaint should be to that person's superior.