



## *Job Description Swimming Teacher*

*Purpose of Job: To deliver lessons which motivate, educate and encourage children of varying abilities*

*Qualifications required : Current ASA/STA Level 2*

*Reporting to: The Head Teacher and PE Lead*

### *Key Responsibilities*

- To plan and deliver swimming lessons at Knights Templar Community Church School, ensuring adherence to the lesson plans.*
- To be a positive role model, creating a positive and fun environment in which to motivate and encourage children to participate in swimming, welcoming all participants in a professional and friendly manner.*
- Ensure safe provision of all equipment and ensure it is used correctly, operate within Health & Safety guidelines and undertake risk assessments.*
- To carry out Fire Evacuation Training with the children.*
- To follow the school's behaviour policy and ensure that high standards of behaviours are maintained in all sessions.*
- Identify participants' abilities and encourage them to reach their full potential, planning and delivering sessions appropriate to the level of swimmer.*
- For the duration of the lesson, to instruct, provide explanations and demonstrate swimming techniques, correct faults in swimming techniques and identify ways to improve performance.*
- To log and report any incidents/accidents or any other concerns to the Head Teacher or Senior Teacher.*
- Attend regular training and updates including Fire and Evacuation Training.*

- To constantly update, manage and complete your registers, which must remain on site.
- Teach with full regard to H&S coordinating and communicating with other teaching assistants on the pupils in a class and supervision required.
- Work closely with the PE leader.
- Report any safety concerns or health and safety issues to the PE leader and the Head Teacher.
- Produce yearly progress reports for each child.
- Organise the groupings for swimming lessons to ensure children are challenged and supported.
- Prepare certificates for children as they progress through the swimming grades.
- Teach the children water safety.

### **General Duties**

- To arrive in good time before the lesson start time, to ensure facilities are set up appropriately and to leave the pool in a clean and tidy state at the end of each session.
- Present and conduct yourself in an appropriate manner with courtesy and regard for others.
- Wear suitable clothing for teaching when in and out of the water and when leaving or arriving on site.
- Maintain your qualifications, ensuring they are up to date and relevant.
- Attend team meeting training session /employee review sessions/ CPD courses as recommended.
- To follow all school policies and procedures.

### **Note:**

This job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post holder and the School in understanding the prime functions of the post. It should not be regarded as exclusive nor exhaustive as there may be other duties and requirements associated with and covered by the post.

## Training

- Attend courses as required enhancing the knowledge, understanding and skills to improve the level and quality of support given to pupils and teachers.
- Attend statutory training courses as required for the post; Safeguarding and Child Protection, PREVENT and First Aid.

## Safeguarding

- Recognise the moral and statutory responsibility to safeguard and promote the welfare of children
- Provide a welcoming and safe environment where children are valued and respected
- Be alert to the signs of abuse and neglect and follow our procedures and policies to ensure children receive effective support, protection and guidance

We have agreed that this Job Description is a fair and accurate statement of the requirements of the job:

Job Holder: \_\_\_\_\_ Date: \_\_\_\_\_

Head Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

