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School

Swimming Teacher Level 2

Oundle School was established in 1556 and is one of the country's leading co-educational boarding and day schools. The School has 860 boarding and 260 day pupils, with 250 day pupils aged 4 – 11 attending Laxton Junior School. The School has a turnover in the region of £40m and a staff of 760. The School prides itself on being associated with the best in modern independent school education. This would not be possible without the invaluable contribution made by the dedication, hard work and professionalism of the support staff functions.

As well as providing new and improved facilities for the School's pupils, the new Sports Centre facility has been designed to allow increased access to local residents, sports clubs and schools. It includes a large sports hall, 50m swimming pool, 50 station fitness suite, multiple dance studios and café. The new centre also hosts the Schools match-day entertainment for visiting school teams.

After accommodating the educational and social demands of pupils, the School is eager to develop wider access to the Centre and encourages participation by the local community in a range of sports and leisure activities organised and managed by the Centre staff. The Centre is managed by the School's trading company on a commercial basis. Critical to the success of the Centre is a commercially targeted and client focused staff team. Staff readily accept the responsibility of representing the School and Enterprise company in the local community.

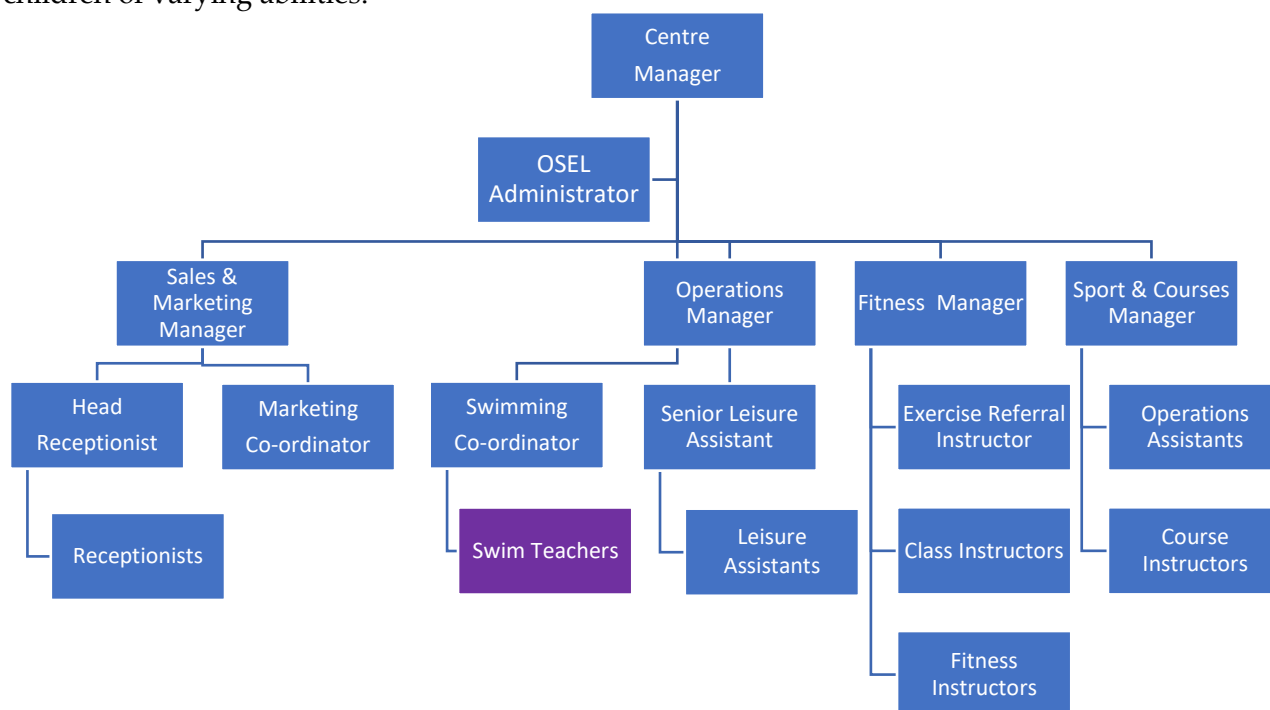
Oundle School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Successful applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service



Role details

Working within the Sports Centre team, the role holder will report to the Swimming Co-ordinator.

The purpose of the role is to deliver lessons which motivate, educate and encourage adults and children of varying abilities.



The main duties and responsibilities of the role are listed below. Please note these are not exhaustive, but highlight the main tasks.

Responsibilities

- To plan and deliver swimming lessons, following the lesson plans.
- Ensure safe provision of all equipment and ensure it is used correctly and to operate within Health & Safety guidelines and undertake risk assessments.
- For the duration of the lesson to instruct, provide feedback and encouragement to participants
- To welcome all participants in a professional and friendly manner.
- To prepare effectively for lessons.
- To log and report any incidents/accidents or any other concerns to the Operations manager.
- Attend compulsory regular training and updates.
- Liaise with the Swimming Coordinator on pupils' progress.
- Assess new pupils as required outside of planned normal lessons.
- Communicate with swimmers and parents of all swimmers updating them on progress and development.
- Structure lessons with the Fitness Manager and Swimming Coordinator according to the ability of the participants to ensure progress to award standard.
- To constantly update, manage and complete your registers and progress charts.

- Complete new assessments and class movers' information.
- Teach with full regard to H&S coordinating and communicating with other teachers' assistants and lifeguards on the pupils in a class and supervision required.
- Report any safety concerns or health and safety issues to the Fitness Manager.
- Ensure the safeguarding of all children and vulnerable adults.

Duties

- Ensure that all lessons run to the scheduled times and facilities are set up appropriately.
- To ensure the lesson programs are safe and appropriate to the needs/abilities of the participants involved and provide supervision and assistance to all participants.
- Recognise your key role in the development of sales and be fully aware of all sales processes.
- Arrange cover for any planned absence and inform the Fitness Manager of the changes in good time.
- Attend progress and award meetings.
- Attend team meeting training session /employee review sessions/ CPD courses as recommended.
- Contribute to secondary activity ASA courses NPLQ etc.
- Liaise with managers to focus on ways to improve the Centre.
- Attend activities completed at the Centre as required to enhance your product knowledge to support customer service and your ability to actively promote the Centre.

Personnel

- Comply with the Oundle School Staff Code of Conduct.
- Attend team meetings and complete monthly training as required including customer care, product knowledge training, Emergency action plans, communications and CPD as appropriate to the role.
- Respect colleagues by meeting common goals and standards by arriving on time or communicating late attendance and to acknowledge, record and report employees and colleague's concerns.
- To carry out any other duties commensurate with the post as may be reasonably required by the line manager.

Person Specification

Short-listing will be based on the following specification, which candidates should bear in mind when preparing their application and completing the application form to ensure that their application and suitability reflects the essential requirements of the role.

Qualifications	Essential	Desirable	Method of assessment
ASA teachers Level 2 or STA full qualification	•		Application form Interview
NPLQ or National Rescue Award		•	
Skills and Experience	Essential	Desirable	Method of assessment
Ability to instruct clients of varying ages and abilities	•		Application Form Interview Assessment Exercise* References
Proven track record of teaching swimming		•	
Personal qualities	Essential	Desirable	Method of assessment
Confident with the ability to enthuse and motivate clients	•		Application Form Interview Assessment Exercise* References
Excellent communication	•		
Flexible with regards to availability	•		

* if appropriate

Every job description in the organisation will be subject to a review on an annual basis at the time of the annual appraisal meeting and may be reviewed as a result of a change in strategic direction or operational requirements.

It is the shared responsibility of the role holder and their line manager to ensure that job descriptions are kept up to date.

Information for applicants

Start date	To be confirmed in interview
Hours of work	<p>Role 1: Variable hours (Working week may vary, weekend availability required)</p> <p>Role 2: TBC</p> <p>Shift schedules can vary but are currently scheduled during Swim School opening hours which are currently weekday afternoon and evenings (Monday, Wednesday and Friday) and weekend mornings.</p> <p>All meal breaks are non-working hours and unpaid.</p>
Working weeks	This is a 52-week role and is not affected by Oundle School Term times
Contract term	Permanent
Remuneration	<p>£21.04 per hour</p> <p>You will be paid each month through the year with hours worked submitted by timesheets.</p>
Annual leave	21 days' paid holiday in each complete holiday year, plus seven public holidays. This is pro-rata for part-time staff. Any official closures of the Sports Centre (currently Christmas Day, Boxing Day and new Years' Day) is classed as non-working days. Any other public holiday when the Sports Centre is open will be classed as a normal working day for the purpose of rotas and you will receive your normal rate of pay for working on those days.
Other	<p>We also offer:</p> <ul style="list-style-type: none"> • Excellent working conditions • Group Personal Pension Plan • Life Assurance scheme • BUPA Wellbeing Expenses Plan • Access to some discounted tickets to the Stahl Theatre and Music Productions • Access to the swimming pool, health centre and sports facilities • Cycle to Work scheme • Free light lunch available for staff during School term times • Free car parking <p><i>Some of the above are non-contractual</i></p>