



OUNDLLE

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 a turnover in the region of £40m and a staff of approximately 800. The School prides itself on being associated with the best in modern independent school education.

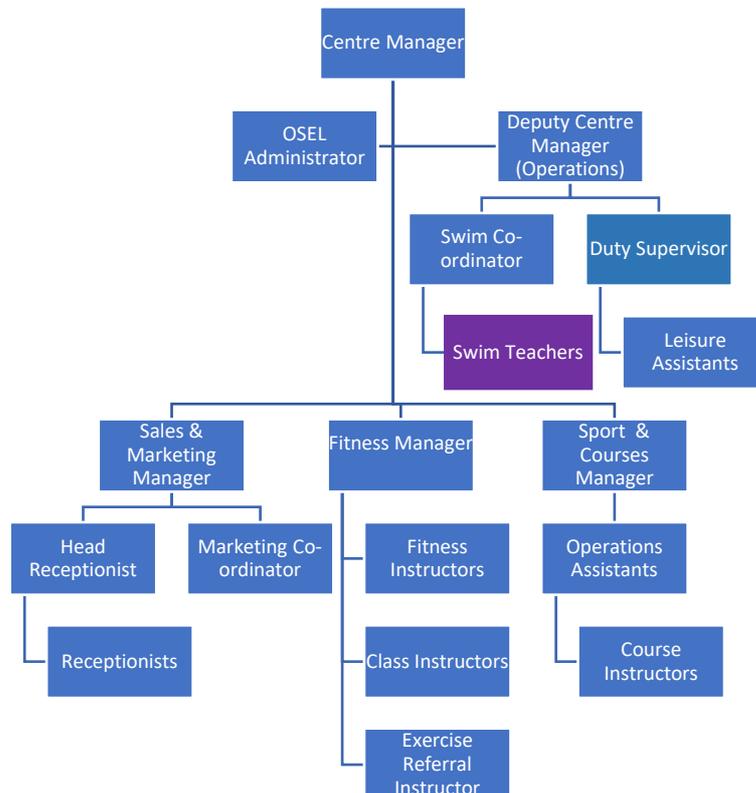
Oundle School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and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

About the role

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

About the department



Role specification

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.
- 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.

General

- Comply with the Oundle School Staff Code of Conduct.
- Act at all times consistently with Oundle School’s Safeguarding Policy, associated procedures and standards of behaviour and in line with Keeping Children Safe in Education (KCSIE) Part 1 and Annex B.
- Support the School’s Prevent Strategy as outlined in the Prevent Policy in the Staff Handbook, ensuring that visitor and other relevant protocols are observed.
- Demonstrate an appreciation for the importance of diversity, through your actions and behaviours, with the School’s Equality, Diversity and Inclusion Strategy.
- Ensure compliance with the School’s Health and Safety policy and requirements.
- Carry out any other duties commensurate with the post as may be reasonably required by your Line Manager.

These tasks are not intended to be exhaustive.

It is the shared responsibility of the post-holder and line manager to ensure that the job description is kept up to date.

Equal Opportunities

Oundle School and Laxton Junior School are proud to be equal opportunities employers. We welcome applications from all and value diversity throughout the School community. The School is committed to the elimination of unconscious bias, promoting an ethos of inclusion, respect for others and celebrating diversity in all its forms throughout the School community.

The recruitment process will be conducted in line with our Recruitment and Checks Policy and in such a way as to result in the selection of the most suitable person for the role in terms of relevant experience, abilities and qualifications, as well as to meet the School’s compliance requirements.

The School will make reasonable adjustments to assist in the application and interviewing process of any disability identified by potential applicants, please make contact with the HR team in the first instance c/o opportunities@oundleschool.org.uk or ring 01832 277193.

Person Specification

The selection of candidates for short-listing will be based on this specification. Candidates should bear this in mind when preparing their application and completing the application form.

| Qualifications | Essential | Desirable |
|--|-----------|-----------|
| ASA teachers Level 2 or STA full qualification | • | |
| NPLQ or National Rescue Award | | • |

| Competencies, Skills & Experience | Essential | Desirable |
|--|-----------|-----------|
| Ability to instruct clients of varying ages and abilities | • | |
| Proven track record of teaching swimming | | • |
| Personal qualities | Essential | |
| Confident with the ability to enthuse and motivate clients | • | |
| Excellent communication | • | |
| Flexible with regards to availability | • | |

All roles at the School are classed as ‘regulated activity’ as per the Keeping Children Safe in Education guidance, therefore a good understanding of safeguarding procedures is essential.

Employment Information

The role is subject to a six-month probationary period. On completion, you will be expected to participate in the School’s appraisal system.

All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed, or for any subsidiary company.

The School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. All staff appointed to the School are required to be checked through the Disclosure and Barring Service, and to provide evidence of identity, evidence of their entitlement to work in the United Kingdom, and evidence of qualifications deemed essential to the role, or declared on their application form.

- **Start date:** To be discussed at interview.
- **Contract:** Permanent
- **Working weeks:** 52 weeks.
- **Hours of work:** To be discussed at interview.
 Role 1: Variable hours, with the working week subject to change. Weekend availability required.
 Role 2: Part Time hours, with an agreed termly shift pattern. (example shift pattern: Monday - 16:00-18:00, 18:15-19:00; Wednesday - 16:00 - 18:30 and a weekend day 09:00-12:00).
 All meal breaks are non-working hours and unpaid.
- **Salary:** £21.04 per hour. You will be paid each month through the year.
- **Holidays:** 6.2 weeks per year. This is pro-rata for part-time staff. The Sports Centre usually closes on the following public holidays: Christmas Day, Boxing Day and New Years Day. Any other public holiday when the Sports Centre is open will be classed as a normal working day

for the purpose of rotas. The School contractually determines that three of your holiday days (pro-rated) are to be taken during additional Sports Centre closure periods.

To apply, please visit our Recruitment website at: www.oundleschool.org.uk/vacancies

Interviews will be arranged as suitable applications are received.

If you have any questions about the role, please contact:

Human Resources

Oundle School, The Bursary, Church Street, Oundle, Peterborough, PE8 4EE

Email: opportunities@oundleschool.org.uk / Tel: 01832 277193