



**Pedmore
High School**
Aspire, Persevere, Succeed

PEDMORE HIGH SCHOOL

Job Description

Job Title	Casual School Swimming Instructor	Department	Children Services
Grade	5	Salary	£9.78
Location	Pedmore High School	Weeks	As required

Reports To	Facilities Manager & Swimming Co-ordinator
Responsible For	

Main Purpose of the Job:

To provide controlled swimming instruction to school pupils on a casual basis. To follow appropriate lesson plans, and complete appropriate supporting administration tasks.

In addition to the responsibilities listed below, all employees must be flexible in their approach to undertake such other duties, which are commensurate with the post holder's salary grade, to achieve the objectives of the post.

It is the responsibility of each employee to carry out their duties in line with the School's policies on equality (please refer to the Policy Statement), harassment and racial equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment.

Each employee should act as an exemplar on these issues and should also identify and monitor training for themselves and any employees they are responsible for in line with these policies and the equality standard.

All employees must carry out responsibilities with due regard to the health and safety regulations.



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Your duties are:

- To provide swimming instruction to controlled & programmed school swimming session.
- To maintain appropriate records of pupils' progress achievements of awards in all aspects of swimming instruction, and records in support of the delivery of the National Curriculum for school swimming
- To provide cover for absent swimming instructors as appropriate
- To assist the Swimming Co-ordinator in facilitating swimming development opportunities for Pedmore High School students & Primary School students
- To liaise with primary schools and relevant associations to establish clear pathways for swimmer development
- To assist in the development of the sport of swimming within the school
- To maintain relevant lifesaving qualifications, and knowledge of swimming teaching issues by appropriate processes of staff training and Continual Professional Development
- To attend and participate in staff training initiatives as appropriate
- To assist with the promotion of availability of swimming facilities for the school and outreach to other educational establishments
- Assemble/dismantle equipment and prepare areas as required in the provision of lessons
- Respond to and comply with the Normal Operating Procedure & Emergency Action Plan. Complete incident, accident and general reports, and assist in investigations as required
- Operate at all times in accordance with Health and Safety Legislation, the schools Safety Policies, Codes of Practices and Safe Working Instructions.
- To operate in accordance with all schools Policies, Data Protection and Acceptable Use of Information Systems and any procedures relevant to the job role.

Special Conditions;

The exact focus of the role will be decided at school level and will take account of the needs of the school and the development needs of the member of staff. Hours are to be worked on such days and times as directed by your manager.

Date; September 2018