



PEDMORE HIGH SCHOOL

Job Description

Job Title	Swimming Instructor – Level 2	Department	Swimming Academy
Grade	5	Salary	£6606 - £7151pa
Location	Pedmore High School	Weeks	12.5 hrs per week – All Year

Reports To	Facilities Manager & Swimming Co-ordinator
Responsible For	n/a

Main Purpose of the Job:

To provide swimming instruction to school pupils and customers. To deliver appropriate lesson plans, and complete appropriate supporting administration tasks. To assist the Swimming Development Officers in the marketing and administration of the swimming instruction programme.

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:

- To provide swimming instruction to school swimming session, after school clubs, public swimming lessons, Learn to Swim campaigns and other appropriate swimming sessions
- 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 instructors as appropriate
- To liaise with customers in the handling of queries and assist in consultation on service delivery
- To assist the Swimming Coordinator in facilitating swimming development opportunities for people of all ages and abilities
- To liaise with all agencies and groups to establish meaningful partnerships between schools, clubs, local authority service areas, and/or consortia of Local Authorities
- To liaise with swimming clubs 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 comply with and actively promote the arrangements in place in support of the schools policy on smoking
- To operate in accordance with the schools Policies on Data Protection and Acceptable Use of Information Systems and any procedures relevant to the job role.

Special Conditions;

Please note you can be required to work at any Trust Location, at an appropriate workplace, following consultation or as directed by your employer. An amount of annual leave will need to be taken during the Christmas shut down period.

Date: March 2019