

**Job Description – Swimming teacher**

*Please note that this non-contractual Job Description is not fully inclusive*

*and tasks may change according to operational needs*

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Saint Felix School, Southwold has been providing educational excellence for over 125 years to children from Suffolk, Norfolk and further afield. Set in 75 glorious acres on the Suffolk coast, just minutes from the sea, this co-educational independent school caters for boarders and day pupils from the ages of 2 to 19 including international students from around the world.

There are approximately 300 pupils with roughly 50 in our three Boarding Houses.

Academic excellence is central to life at Saint Felix School and we encourage pupils to aspire to the highest possible standards and to exceed their expectations. Our success is demonstrated by impressive examination results at GCSE and A Level. The vast majority of our leavers go on to Higher Education.

The school adopts a non-selective entry policy which seeks to provide an environment where all pupils will thrive academically. It emphasises continuity of education through to 16+. We believe in an all-round education that exposes pupils to a wide range of experiences and opportunities. We also aim to attract pupils from a diverse range of backgrounds.

We place great emphasis on the value of Sport, Music and the Arts for the camaraderie, teamwork and self-motivation they instill, and encourage pupils to explore their individual talents. Boarding is at the heart of the school and all full-time members of staff are expected to contribute to the wider life of the school through involvement in the tutoring system and in activities outside the classroom.

**Line Management**

**Reports to**: Director of Swimming

**Key Interfaces**: Headmaster, Bursar, Deputy Head, Head Coach, DSL, Registrar and Medical

**Reports**: Nil

**Responsibilities**

* Teach Age Group swimmers, typically aged 2 – 10 years old
* To monitor and evaluate students’ progress and achievements against defined targets through observation and gathering relevant data. To amend the defined targets as appropriate to take into account on-going assessment of student’s progress and individual needs and circumstances
* To provide objective and accurate feedback and reports, written and verbal, appropriate to the intended audience regarding pupil progress and achievements, ensuring the availability of suitable evidence.
* To use school systems and procedures to positively reinforce good behavior, anticipate and manage challenging behavior and conflict
* The role may include supporting and implementing pupil’s personal programmes, relating to social, health, physical, hygiene and welfare matters, and appropriate communication methods
* To establish and maintain positive and appropriate relationships with students that engages, motivates and removes barriers to achieving their defined goals
* Support the role of parents in pupil learning and contribute to /lead meetings with parents to provide constructive feedback on pupil progress, achievement, problems etc.
* Abide by the School’s Code of Conduct and carry out duties in accordance with School and Swim England Policies

**Duties**

* To plan and deliver lessons ensuring adherence to the scheme of work and lesson plans
* Integration of our Learn to Swim program reward schemes into your classes
* Ensure safe provision of all equipment and ensure it is used correctly
* Make sure safety standards are followed in sessions and undertake risk assessments
* Identify participants’ abilities and encourage them to reach their full potential
* Plan and deliver sessions appropriate to the level of swimmer
* Provide explanations and demonstrate swimming techniques
* Correct faults in swimming techniques and identify ways to improve performance
* To be a positive role model, creating a positive and fun environment in which to motivate and encourage children and adults to participate in swimming
* Set ground rules for each session
* Evaluate sessions and give feedback
* Regularly assess each participant’s ability and progress and arrange for the award of the appropriate certificates using our online portal
* To attend regular meetings with the Coordinator as and when necessary
* To agree to abide by a code of conduct and carry out duties in accordance with BASS and site policies, including equal opportunities, safeguarding children, health and safety at work, etc.

**Professional Standards**

* Support the aims and ethos of the School
* To ensure safety, welfare and personal care are attended to with dignity, empathy and respect. The students may also need assistance to access different areas of the school.
* Be proactive in attending continuing professional development courses
* Following appropriate training, administer first aid to students in line with school procedures
* Treat all members of the School community with respect and consideration
* Treat all pupils fairly, consistently and without prejudice
* Set a good example to pupils in terms of appropriate dress, punctuality and attendance
* Participate in the School’s extracurricular program
* Take responsibility for personal professional development within the School’s CPD program
* Attend all departmental and staff meetings as necessary
* Ensure that all deadlines are met as published in the School calendar
* Undertake duties that may be reasonably assigned by the Headmaster (directly or indirectly)

**Wider professional responsibilities**

* make a positive contribution to the wider life and ethos of the school
* develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
* take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues
* communicate effectively with parents with regard to pupils’ achievements and well-being

**General**

* The duties in this job description are not exhaustive. The post holder may be required to
undertake other duties that may be required from time to time within the general scope of the posts
* Contribute to the overall development of Saint Felix School strategies and plans
* Ensure the values of participation, partnership, sustainability, social responsibility, cost effectiveness, transparency and accountability are reflected in your work
* Attend meetings, conferences and training courses as requested
* The post holder is required to undertake these duties in compliance with all company policies
* Undertake any other responsibilities as may reasonably be required from time to time
* To assist in other units as may be required in an emergency

The above is an indication of the requirements of the post and is not meant to be inclusive or exhaustive. Any role that needs reasonably to be undertaken should also be undertaken whether or not included in the above.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school’s Child Protection Policy Statement at all times.  If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the Head.

This non-contractual job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once every two years (as part of the appraisal process) and it may be subject to modification or amendment at any time after consultation with the holder of the post.

**Person Specification**

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| **Requirement** | **Essential** | **Desirable** | **Method of assessment** |
| **Qualifications** | * Experienced in the regular delivery of teaching
* Certificate or equivalent
* Evidence of child protection and safeguarding training
 | * Current RLSS NPLQ or Rescue Test for Teachers and Coaches
* Demonstrate past CPD attendance
 | Application |
| **Skills & Knowledge** | * Be able to correct faults in swimming techniques and identify ways to improve performance
* Passionate about swimming and able to keep up to date with news, changes and advancements in swimming teaching
 | * Have experience at coaching swimmers at Regional level
* Have good administration skills and be computer literate
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| **Attributes** | * Enthusiastic and positive attitude towards swimming
* Good communicator both aurally and written
* Ability to assess participants ability against course criteria objectively
* Ability to engage appropriately with staff/Teachers/Parents
* Physically able to set up and clear equipment
* Able to teach in and out of the water as required
* The ability to inspire confidence and motivate swimmers
* Perseverance and patience
* The ability to encourage people and put them at ease
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| **Other** | * Be prepared to work weekends
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