



**Recruitment Information -  
Casual Swimming Teacher  
Brockworth Sports Centre**





July 2021

Dear Candidate,

Thank you for your interest in the post of Swimming Teacher at Henley Bank High School.

Brockworth Sports Centre is a proud member of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing their own distinctive character.

At Brockworth Sports Centre our aim is to provide community access to the school's sports facilities during nonteaching periods. While providing a friendly and safe environment for all.

We are have recently reopened under the latest government guidance. If you do have any questions that you would like answered please contact the Mr Mark Johns, Centre Manager by email or phone, [mjohns@henleybankhighschool.co.uk](mailto:mjohns@henleybankhighschool.co.uk) or call 01452 864796.

We are committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

**Closing date:** Sunday 5<sup>th</sup> September 2021

**Interviews will be held:** To be advised

Yours sincerely

Mark Johns  
Sports Centre Manager

## Job Description

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**Contract:** Casual

**Report to:** Sports Centre Manager and Sports Centre Duty Manager (Swimming Co-ordinator).

**Scale Range:** NJC Scale Point 24 £15.27 per hour + 12.07% holiday pay Salaries are paid monthly on the last working day of each month.

**Working Pattern:** Hours to be dependent on Sports Centre needs and availability, worked on a rota basis including weekend and evenings. Flexibility is required to cover the full range of shifts.

We are looking for a Swim Teacher to join our team on a casual basis to assist Brockworth Sports Centre with it's delivery of our Swim School lessons. We also run School Swimming lessons and may have some hours available to cover these (run during school hours and term time only).

Currently, our Swim School programme services over 500 children and runs for 50 weeks of the year (2 weeks off over the Christmas period) and presently takes place every weekday afternoon from 4pm and Saturday mornings from 9am. There are a variety of hours available from 1.5 hours to 3.5 hour shifts.

Additional hours will be available for cover, plus School Swimming lessons, as well as having the opportunity to coach 121 Swim Lessons.

**Our Swim School runs on:**

Monday 5-6.30pm, Tuesday 4-6.30pm

Wednesday 4-7pm, Thursday 4-7pm

Friday 4-5:30pm and Saturday 9am-12:30pm

**Key Contact:** Sports Centre Manager – Mark Johns [mjohns@henleybankhighschool.co.uk](mailto:mjohns@henleybankhighschool.co.uk) Tel – 01452 864796

## Key Duties

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### Job Purpose

- To deliver the swim lesson programme in line with the Swim England national plan.

### Job Description

- To teach swimming as part of the Sports Centre Swim School programme. The Sports Centre community learn to swim programme runs after school hours at weekends and during holiday periods
- To adhere to all STA and Greenshaw Learning Trust health and safety legislation for all those participating in the community swim lesson programme.
- To work within the policies and procedures set out in the Sports Centre's NOP and EAP.
- To teach all members enrolled on the Swim School programme to swim, using the Swim England national framework.
- Plan and deliver sessions appropriate to the level of swimmer.
- Regularly assess each participants ability and progress, to arrange for the award of the appropriate swim certification.
- To create and maintain a safe and educational aquatic environment.
- To promote good customer service and demonstrate understanding of customer's needs, in order to maintain good attendance levels.
- To maintain accurate records associated with the swimming programme.
- To encourage and promote to the local community to increase participation in swimming.
- To ensure that all relevant poolside set up is completed in readiness for the delivery of lessons and that all such equipment is fit for purpose.

### General Duties

- Ensuring all services are delivered in compliance with Henley Bank High School policies and procedures. In particular safeguarding and health and safety and equal opportunities.
- To undertake any other duties properly assigned by the Sports Centre Manager and Sports Centre Duty Manager (Swimming Co-ordinator)
- This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements of the post holder. The job description will be reviewed regularly and may be subject to change.

### Safeguarding Children

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

## The Recruitment Process

### 1. Applications

To apply for a staff vacancy, please register for an online account to complete the application form. Please visit our website [www.henleybankhighschool.co.uk](http://www.henleybankhighschool.co.uk),

The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

The completed online application form should be accompanied by a personal statement of suitability of no more than 2 sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later than Sunday 5<sup>th</sup> September 2021. We encourage early applications.

### 2. Shortlisting

Shortlisted candidates will then be invited by telephone to attend for an interview. Please make sure you have given day and evening telephone numbers on which you can be reached.

### 3. Interview

Interviews will be held – to be advised.

### 4. Notification of outcome

Candidates will be notified of the outcome as soon as possible following the interview process. Please ensure you have given day and evening telephone numbers on which you can be reached.

### 5. Feedback

Unsuccessful shortlisted candidates will have the opportunity for professional feedback during the week following the interviews.

### 6. Take up post

The successful candidate will take up post on completion of all mandatory recruitment checks.

## Person Specification

Qualifications	Essential	Desirable
Swim England/STA Level 2, ASA/STA Level 1 (for assistance role)	●	
National Pool Lifeguard Qualification		●
Good standard of education including GCSE Maths, English or comparative NVQ levels		●
Experience and Knowledge	Essential	Desirable
Previous experience of working with children in a swim school setting		●
Successful experience of working within a dual use sports centre		●
Skills and Abilities	Essential	Desirable
Experience in teaching swimming in other organisations	●	
Experience of working within an educational setting		●
Ability to demonstrate good understanding of lesson plans within a swim school	●	
Ability to demonstrate a good level of understanding of the Swim England learn to swim framework	●	
Possess strong interpersonal skills	●	
Ability and willingness upon occasion to carry out some manual lifting of pool equipment		●
An understanding of the operation of swim schools		●
Flexibility to undertake any role required by the Centre Manager	●	
Personal	Essential	Desirable
Ability to work as part of a team	●	
Commitment to working within the School's Safeguarding Policy and Procedures	●	

Ability to communicate effectively with public and staff	●	
Ability to relate to staff and public	●	
A highly motivated individual who can operate independently and use initiative to prioritise to meet the demands of the role	●	
High levels of professional integrity	●	