

# **Woodhouse Primary School**

## **Job Description**

This job description outlines the main duties and responsibilities under broad headings only, as it is not possible to specify every item in detail.

**Job Title** Swimming Instructor

**Grade** APT&C Scale 6

### **Prime objectives of the post**

1. To provide swimming instruction for groups of pupils within the school from Year R to Year 6.
2. To manage the behaviour of pupils in the swimming pool.

### **DUTIES AND RESPONSIBILITIES**

#### **1 Pupil Support**

- 1.1 Assist the children in learning to swim and raise their awareness of the need for water safety. Your practices will reflect the school's philosophy and policies.
- 1.2 Follow the school's safeguarding and special needs policies.
- 1.3 Promote and nurture positive self-esteem amongst all pupils, maintaining good standards of behaviour and discipline, referring to the teachers, Headteacher or Deputy Headteacher when necessary, in accordance with the school's policy.
- 1.4 Give clear direction to the 'Stand-back Observers' as to what is expected of them.
- 1.5 Work with the Stand-back Observers to ensure that pupils' needs and opportunities are met appropriately.
- 1.6 Ensure all swimmers and Stand-back Observers are aware of and practised in the pool evacuation procedure.
- 1.7 Ensure children become happy and confident in the pool surroundings.
- 1.8 Keep up to date records of individual pupil achievement and progress
- 1.9 Ensure safety at all times.

#### **2 Curriculum Activities**

- 2.1 Keep all teaching / lifeguarding qualifications up to date.
- 2.2 Complete schemes of work and lesson plans for all classes.
- 2.3 Plan, prepare and deliver structured and agreed learning activities / teaching programmes, on a one-to-one basis or in groups of up to 15 pupils.
- 2.4 Provide explanations and demonstrate swimming techniques.
- 2.5 Correct faults in swimming techniques and identify ways to improve performance.
- 2.6 Attend and contribute to duty related meetings as required.
- 2.7 Monitor, manage and prepare resources linked to aspects of the National Curriculum guidelines for PE.
- 2.8 Liaise with class teachers with regard to the grouping of children for swimming sessions.
- 2.9 Ensure that there are adequate teaching aids and life-saving equipment is in good working condition.
- 2.10 Set up and put away any equipment needed for lessons.

## General

- 3.1 To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the postholder's supervisor from time to time, in consultation with the postholder.
- 3.2 The postholder's duties must at all times be carried out in compliance with the school's policies including the Single Equality Scheme.
- 3.3 Take reasonable care of the health and safety of self, other people and resources whilst at work, including taking immediate action in the event of hazardous substance spillages (see pool procedures).
- 3.4 Co-operate with management of the school as far as is necessary to enable the responsibilities placed upon the school under the Health and Safety at Work Act to be performed, e.g. operate safe working practices.
- 3.5 Assist in achieving the effectiveness of the agreed aims relating to the curriculum, School Development Plan and the policies of the Governing Body.
- 3.6 Be an effective member of the school team, working co-operatively with other members of staff.
- 3.7 Participate in a review of your achievements to date and possible future training and development needs.
- 3.8 Undertake any reasonable task the Headteacher may identify in time of emergency or need.

Date .....

Signed..... Post Holder

Date .....

Signed..... Headteacher