



## Harlow Fields School & College

Working Together To Succeed

# Swimming Instructor Job Description

### **Role:**

To deliver swimming lessons to pupils aged 3-19 who have a range of learning needs including medical conditions such as epilepsy in order to develop their swimming skills, techniques and confidence in the water.

To provide supervision and instruction to all pupils in accordance with Essex County Council's Safe Practice in School Swimming Guidance Document, individual facilities "Pool Safe Operating Procedures" (PSOPs) and other relevant documents.

The successful candidate will also

- Assist with personal care routines as necessary
- Work alongside our team of physio and occupational therapists and carry out programmes devised by them
- Organise and run after school clubs under the direction of the PE subject leader

### **Qualifications & Experience:**

- Hold relevant qualifications
- Have experience of working with children and young people with special educational needs desirable

### **Duties:**

- Plan and deliver a range of lessons ensuring differentiation and progress in order that all needs are met. This may include aerobic sessions as part of weight management
- Provide suitable explanations and demonstrate techniques where appropriate
- Complete assessments and review progress
- Carry out other duties if the pool is out of action
- Adhere to all safeguarding policies as directed by the Head Teacher or her deputy
- Develop risk assessments for class groups or individuals
- Attend termly Hydrotherapy Pool meetings with the Site Manager, Governor, H&S representative and the Head Teacher
- To be responsible for own Continuing Professional Development and to attend training days as directed

### **Health and Safety:**

- Follow the Health and Safety policies as laid down by Essex County Council and Harlow Fields School
- To ensure appropriate use of the swimming pool in accordance with the Normal Operating Procedure (NOP)
- To ensure the health and safety of all swimming lesson participants and respond to emergency situations in accordance with the individuals facilities Emergency Action Plans (EAP)
- To ensure all pupils are aware of safe practices whilst on poolside and in the water, the geography of the building, emergency whistle and fire procedures
- Be responsible for the safe running of the pool area and to work with teaching staff to manage behaviour etc. of pupils in the pool area
- Work with the Site Manager to manage chemical levels (including testing chlorine levels) and to deputise in his absence (training provided)
- Ensure all equipment is fit for purpose and used correctly
- Contribute to the writing of reports when necessary, for example, annual reports to parents and carers



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### Swimming Teacher Person Specification

	Essential	Desirable
<b>Qualifications</b>	ASA Level 2 Swimming Teacher National Pool Lifeguard or equivalent	Halliwick Swimming Therapy or equivalent Qualified First Aider
<b>Experience</b>	Experience of working with children and young people of different ages	experience of working with children and young people with special needs
<b>Knowledge and Understanding</b>	Understanding of child development Basic knowledge of the needs of children and young people Equal Opportunities, Health & Safety and Child Protection	Knowledge of Special Needs
<b>Skills</b>	Good communication skills – both oral and written Good attention to detail	
<b>Personal Attributes</b>	Inspires others to have confidence in his/her knowledge and ability Is observant, imaginative and enthusiastic Creates an environment that is both purposeful and fun Demonstrates high levels of honesty and integrity Sets and maintains high standards Hard working Has a flexible approach to work Ability to work on own initiative or as part of a team	