

Corbets Tey School Job profile

Job title:	Swimming Coach
Grade:	APTC6 + SEN Allowance + Nominated First Aider Allowance
Hours:	Term Time 8.45 to 16:30 (Monday to Thursday with 1 hour lunch/breaks) 8.45 to 15.30 (Friday with 45 minutes lunch/breaks) 41 paid weeks per year (inc.60 hours over 4 weeks holidays)
Reports to:	Headteacher / Deputy Headteacher

Main Purpose of Job:

To organise and direct a timetable of creative swimming activity sessions which motivate and engage students from Reception to Year 11 with severe and complex learning, physical and other needs and difficulties.

To organise and oversee after school swimming sessions for Havering SEND students.

To be an effective professional who has authority and control in a swimming pool environment, keep students and staff safe and take responsibility for their own professional development.

To act as lifeguard.

To arrange and deliver holiday swim sessions.

To develop external community swimming opportunities for key stage three and four students

To be responsible for the cleanliness and water safety of the pools.

Key Responsibilities

- Organise and direct activities during swimming sessions to encourage exercise, skill development and enjoyment of swimming
- Ensure swimming sessions and activities meet the school's aims, statutory requirements and 'best practice' guidance.
- Ensure safe provision of all equipment, that it is used correctly and to operate within Health & Safety (H&S) guidelines undertaking appropriate risk assessments.
- Provide feedback and encouragement to students, for the duration of every session.
- Provide direction to staff and students about behaviour expectations within the agreed framework and policies of the school.
- Keep up to date and follow the guidelines and requirements of the Normal Operating Procedures (NOP) and Emergency Action Plan (EAP)
- Welcome all students and adults in a professional and friendly manner.

- Prepare effectively for sessions including: setting up, maintaining and cleaning of swim equipment pre and post lessons, and keeping the pool areas clean and clutter free.
- Have full regard to H&S, coordinating and communicating with other adults concerning students in a class and the supervision required.
- Communicate with swimmers and parents of all swimmers effectively on all swimming matters.
- Report on progress of all school students.
- Update, manage and complete registers daily, which must remain on site.
- Log and report any incidents/accidents or any other concerns on the child protection online management system (CPOMS) in accordance with Corbets Tey School Safeguarding and Child Protection Policy.
- Comply with Swim England's safeguarding policies and procedures.
- Report any equipment faults, safety concerns or health and safety issues to the Site Manager and/or Health and Safety Officer.
- Carry out cleaning as required of the pool and changing room areas.
- Carry out regular water testing.
- Manage and organize swimming resources.
- Maintain and develop own qualifications, ensuring they are up to date and relevant.
- Maintain compliance with lone working procedures where required.
- Participating, if required, in any scheme of staff development and performance review
- Reviewing from time to time own methods of teaching and programmes of work
- Participating in arrangements for further training and professional development
- Participating in administrative and organisational tasks.

Note:

This job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post holder and Corbets Tey School in understanding the prime functions of the post. It should not be regarded as exclusive nor exhaustive as there may be other duties and requirements associated with and covered by the post.

Qualifications and Experience Required	Essential
Minimum ASA Level 2 or equivalent qualification	✓
Have or be willing to undertake Teacher Rescue or NPLQ qualification	✓
Have a relevant life guard qualification	✓
Have or be willing to work towards qualifications required to be a nominated first aider: <ul style="list-style-type: none"> • First Aid at Work + AED qualification, and; • Paediatric First Aid + AED 	✓
Have or be willing to work towards Pool Plant Operator qualification	✓