



St Michael's Prep School
The Joy & Wonder of Learning



Swimming Coach & Manager

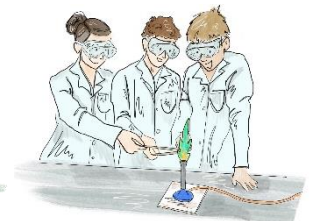
Part-Time – 4 days per week
Term Time Only

Salary:
Dependent on qualifications
and experience

Start date:
September 2023

Application deadline:
10.00am on
Monday 5th June 2023

Interviews:
Week commencing 12th June
2023





Working at St Michael's Prep School

St Michael's Prep School is a co-educational day school, rated 'Excellent' by the ISI in March 2017, with approximately 480 children aged 2-13, enjoying a beautiful location, overlooking one hundred acres of land. Our state-of-the-art Pre-Prep building sets each child on a learning journey that is rich, active, and inspiring. Children continue into the Prep School, taught by a large number of specialist professionals who work throughout the school to provide a rich array of curricular and co-curricular opportunities.

St Michael's Prep School seeks a swimming coach and swim school manager to provide squad training and lessons to pupils both within and after the school day and develop the reputation, success and impact of the swimming at St Michael's.

This is a fantastic opportunity for a trained, experienced swimming expert to lead and manage an exciting aspect of St Michael's Prep School. Working alongside a team of swimming coaches, you will continue to develop the school's provision and plan and deliver growth through identifying demand and developing new business opportunities.

The swim school at St Michael's was created in 2016 and has provided excellent additional opportunities alongside curriculum swimming, enhancing the opportunity for competition and developing national and regional standard swimmers as well as starting children on their swimming journeys. Classes can include our partner schools and there are also classes offered for adults too. The Swimming Coach and Manager is also expected to offer support to colleagues within the wider PE Department.

The Swimming Coach and Manager will be taking over a thriving operation with the full support of the school behind it.

We can offer you:

A first-class working environment within a welcoming team environment, modern and well-maintained IT infrastructure; a teacher laptop where appropriate; supportive colleagues; competitive salary; small class sizes; free meals provided during term time; free parking on site; sick pay scheme; annual salary review; automatic enrolment into the teaching staff pension scheme (TPS) for qualified teachers, or the support staff pension scheme for all other staff, and opportunities for continuous professional development.

Our school motto: *perseverantia, sapientia, gratia* (perseverance, wisdom, and gratitude) encapsulates our ethos of striving for success and using our skills to make a difference. These values are instilled daily throughout the St Michael's journey for our pupils, and we strongly believe that to teach our children about the importance of life-long learning, we must first model this ourselves.

St Michael's actively manages the inclusion of its people and values diversity, believing that our different ways of being and thinking adds value to our school community. We are committed to creating and sustaining a more ethnically diverse workforce. In this regard, we welcome applications from people of all backgrounds who share our values in this area.



If you would like to apply for this role and are a qualified teacher, send a completed teaching staff application form, or for all non-teaching staff send a completed support staff application form, ([downloadable from our website](#)) together with an equal opportunities form and a covering letter all in **word or PDF format**, explaining why you are the ideal candidate for this role to:

Carol Hughes, HR Manager at:
recruitment@stmichaels.kent.sch.uk

Enquiries and informal visits welcome

St Michael's Prep School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must undergo child protection screening, including checks with previous employers, online presence checks and and Enhanced Disclosure and Barring Service check.





Job Description – Swimming Coach and Manager:

Purpose of job:

To ensure the progress and development of all aspects of swimming at St Michael's, including a successful after school swimming programme.

Reports to:

- The Director of Sport

Responsible to:

- The Head
- The Governing Body
- The Deputy Heads / Head of Pre-Prep

Other Key relationships:

- The Swim School Administration Assistant
- All sports and swim staff
- Sevenoaks and other local swimming clubs

Key responsibilities:

Teaching and Learning

- To maintain registers, invoices and all administrative responsibilities associated with developing and running the after-school swimming programme
- Co-operate with colleagues within the school to lead, organise & develop the out of hours' swim school & the planning and delivery of high quality, differentiated learning for all children
- Lead and manage a team of Level 2 Swimming Teachers to help deliver the after-school programme
- To lead and manage the swimming as part of the curriculum
- Review the delivery of swimming for all ages and refine the curriculum
- Train and enter competitions with a competitive swimming squad
- Use experience to support all pupils' learning and support the promotion of positive behaviour
- Keep records of progress of groups and individuals
- Supervise and provide support for pupils both in the pool and at other times
- Liaise with class teachers and the Head of Learning Development to track progress of children with additional needs
- Administer standard tests and undertake routine assessments



- To contribute to the broader life of the school, for example by supporting extra-curricular, social and other activities
- To maintain displays about swimming around the sports lobby area
- To support equal opportunities for all children and staff
- To organise the availability of the pool for partner schools
- To support the Physical Education Department in the delivery of PE and Games lessons

Pastoral Care

- To ensure the well-being, happiness and success of each child
- To promote children's independence and self-esteem through enabling their success

Communication

- To treat children at all times in a manner consistent with specific school policies and the broader ethos of the school
- To maintain and foster links with parents / families through formal and informal parents' meetings and other meetings as necessary

Teamwork

- To participate in all necessary duty rotas within and around the school day
- To co-operate with colleagues in teaching and curriculum planning
- To maintain an appropriate and professional standard of personal appearance
- To support school policies, procedures and development plans as defined by the school's Senior Leadership Team and Governing Body
- To participate in in-service training as part of career and curriculum development, in line with school needs
- To be in school during the 'school day' and for such additional hours as are necessary to discharge effectively all professional duties
- To have regard to the health and safety of all children, staff, parents and visitors to the school
- To safeguard and promote the welfare of all children
- To have respect for the confidential nature of the post

The postholder may be required to perform duties other than those given in this job description for the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibilities entailed.





Person specification:

Overview

St Michael's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We are looking for someone who has a warm and encouraging manner that will bring out the best in others. They will be reliable, organised and efficient and a good team player. They should be flexible and ambitious, displaying drive and determination. They should be passionate about contributing to the wider community at St Michael's.

Essential Qualifications:

- Eligible to work in the UK
- Lifeguarding qualifications
- Membership of the Swimming Teachers' Association the Institute of Swimming
- Minimum Level 2 swimming teacher qualification
- Strong literacy and numeracy skills (GCSE Grade C or above in English and Maths)
- An enhanced disclosure via the DBS (which the school would facilitate)

Desirable Qualification:

- Swim England Coaching qualification would also be beneficial

Essential Experience:

- Familiarity with the ASA Code of Ethics for coaches and teachers-Swim England learn to swim stages
- The ability to form and maintain suitable relationships and personal boundaries with children and young people demonstrating knowledge of the need for confidentiality
- Use specialist curricular knowledge to support all children's learning
- Proficient ICT skills

Desirable Experience:

- Working with children with a range of emotional and behavioural difficulties
- Swimming competitively at least regionally
- Leading and managing staff

Personal Attributes:

- A passion for developing young lives
- Strength as a team player with the ability to build a strong team ethos
- Ability to act as an ambassador and professional advocate for the school
- Strong personal credibility and the capacity to build relationships
- Resilience and capacity to cope under pressure
- Sympathy with the Christian ethos and values of the school

