



Job Description – Swimming Coach

Purpose of job:

To deliver age/ability appropriate, fun and progressive swim lessons to children aged 4-13 years.

Reports to:

- Swim Manager and Coach

Responsible to:

- The Head
- The Deputy Heads
- The Director of Sport

Other key relationships:

- Parents
- Pupils
- Professional sporting associations
- All sports staff

Key responsibilities:

Essential - Teaching and Learning

- The planning and delivery of high-quality differentiated learning for all children
- Promote swimming to participants and encourage them to progress through the stages of the Swim England Learn to Swim Pathway
- Ensure all participants are provided with a suitable level of teaching and prepare effective and progressive lessons throughout each term and undertaking routine assessments
- Undertake administrative duties as and when required, including taking a group register, monitoring attendance, distribution of re-enrolment forms and other swim related information, lesson movements and the distribution of badges. Keep records of progress of groups and individuals, attending meetings as required
- Attend all relevant training as required within the job role of a swim teacher and support equal opportunities for all children and staff
- Use experience to support all pupils' learning and support the promotion of positive behaviour.
- Supervise and provide support for pupils both in the pool and at other times



Communication

- To treat children, always, in a manner consistent with specific school policies and the broader ethos of the school
- Communicate with parents before or after lessons for advice, information and to promote swim lessons

Teamwork

- To participate in all necessary duty rotas within and around the pool
- 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 development, in line with school needs
- Be in school during the 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

Health and Safety

- Be responsible for the well-being of participants throughout the duration of the swim session, making sure those participating are aware of rules and safety requirements and abide by such rules
- Be aware and understand normal and emergency procedures at the school within the normal operating procedure and emergency action plan
- Log incidents/accidents in line with the school's Health and Safety policy
- Have regard to the health and safety of all children, staff, parents and visitors to the school
- Maintain a safe environment where children feel able to share safeguarding concerns

The postholder may be required to perform duties other than those given in this job description for the post. The 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.

