



STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

LIFEGUARD

JOB DESCRIPTION

JOB PURPOSE

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

JOB SUMMARY

- 1 Act as the Lifeguard to the school.
- 2 Provide support to the PE department, including preparation and maintenance of resources, technical and curriculum support to staff and students as and when needed.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1. Support for Students

- 1.1 Use specialist skills/knowledge/experience to support students.
- 1.2 Establish productive working relationships with students by acting as a role model and setting high expectations.
- 1.3 Demonstrate and assist students in the setting up and using resources and equipment.
- 1.4 Demonstrate techniques and skills as required.
- 1.5 Prepare materials and equipment for students' use in practical activities, exams and performances as directed by the teacher.
- 1.6 Provide health and safety advice as required.
- 1.7 Support students in the use of PE related equipment.

2. Support for the Teacher

- 2.1 Prepare equipment/materials as required by teaching staff.
- 2.2 Assist teaching staff with student practical work.
- 2.3 Liaise with teaching staff on the availability of resources /materials/equipment for practical activities including examinations.
- 2.4 Ensure the maintenance of stock levels, making out initial orders and checking deliveries, liaising with suppliers as appropriate.
- 2.5 Ensure the secure storage of stock.

- 2.6 Maintain an inventory of equipment/materials.
- 2.7 Organise and oversee a booking system for equipment/materials.
- 2.8 Provide as advice /guidance as appropriate on the correct use and set up of equipment within your areas of work and on safe working practices for activities taught.
- 2.9 Ensure resources are available for use.
- 2.10 Liaise with external agencies in the provision of loaned resources such as equipment and visual resources.
- 2.11 Photocopy/laminate resources to support teaching and learning.

3. Support for the Curriculum

- 3.1 Provide lifeguard services to the school's students and primary school swim pupils.
- 3.2 Support in the risk assessment for practical activities.
- 3.3 Organise and manage appropriate learning environments and resources.
- 3.4 Support the delivery of learning activities to students within agreed system of supervision.
- 3.5 Advise on appropriate deployment and use of specialist aids/resources/equipment.
- 3.6 Ensure that work areas are maintained in a clean and safe condition appropriate to health and safety standards.
- 3.7 Assist in the supervision of lesson changeovers and supervising the changing rooms.

4. Support for the School

- 4.1 Attend and participate in curriculum team meetings as required.
- 4.2 Support out-of-hours events such as Primary swimming lessons, Sports fixtures.
- 4.3 Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- 4.5 Be aware of and support difference and ensure equal opportunities for all.
- 4.6 Contribute to the overall ethos/work/aims of the school.
- 4.7 Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students.
- 4.8 Participate in training and other learning activities as required.
- 4.9 Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- 4.10 Promote and ensure the health and safety.
- 4.11 Attend and participate in regular meetings.
- 4.12 Undertake personal development through training and other learning activities including performance management and good behaviour of students at all times.
- 4.13 Promote excellence, equality and high expectations amongst staff, students, families and community partners.
- 4.14 Work within the agreed policies and procedures of the Trust, School and Governing Body.
- 4.15 Provide support to other departments as and when required.

5. Other Responsibilities

- 5.1 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 5.2 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 5.3 Contribute to the wider life of the Trust and the Star community.
- 5.4 Carry out any such duties as may be reasonably required by the Trust.

6. Records Management

- 6.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.



Star

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PERSON SPECIFICATION

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
QUALIFICATIONS				
1.	Current National Pool Lifeguard Qualification (NPLQ) or equivalent qualification.	E	✓	
2.	GCSE (A-C) English and Maths or equivalent.	E	✓	
3.	First Aid or willingness to undertake immediately on appointment.	E	✓	
4.	Commitment to own personal and professional development.	E	✓	✓
EXPERIENCE				
5.	Lifeguarding experience.	D	✓	✓
6.	Experience of supervising or working with children.	D	✓	✓
7.	Experience of working in a team situation.	D	✓	✓
8.	Experience of working in a school or relevant experience.	D	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
9.	Good literacy / numeracy skills.	E	✓	✓
10.	Ability to use relevant technology/equipment/resources.	E	✓	✓
11.	Ability to use ICT effectively.	E	✓	✓
12.	Good keyboard / computer skills.	E	✓	✓
13.	An understanding of the needs of a multicultural society.	E	✓	✓
14.	Understanding of relevant policies/codes of practice and awareness of relevant legislation.	D	✓	✓
15.	Effective use of ICT packages.	D	✓	✓
PERSONAL QUALITIES				
16.	Ability to relate well to students and adults.	E	✓	✓

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
17.	Ability to work constructively as part of a team.	E	✓	✓
18.	Ability to remain calm under pressure.	E	✓	✓
19.	Demonstrate good co-operative, interpersonal and listening skills.	E	✓	✓
20.	Demonstrate a commitment to working with children of the relevant age.	E	✓	✓
21.	Flexibility and willingness to accept change.	E	✓	✓
22.	Willingness to share expertise, knowledge and experience.	E	✓	✓
23.	Approachable, courteous and able to present a positive image of the school to callers and visitors.	E	✓	✓
24.	Maintain confidentiality in matters relating to the school, its students, parents and carers.	E	✓	✓
25.	Ability to prioritise conflicting demands and pressures.	E	✓	✓
26.	Ability to identify own training and development needs.	D	✓	✓
27.	Ability to cope with requirements of the post, which may include working with students who have emotional and behavioural difficulties or physical difficulties.	E	✓	✓
28.	For posts working with students who have physical difficulties, it may be an unavoidable core component of the job for the postholder to be capable of lifting and carrying students within school policies and procedures.	E	✓	✓
29.	Will not require holiday leave during term time.	E	✓	✓
30.	Ability to deal with a large multi-level building (which has lifts).	E	✓	✓
31.	Ability to perform all duties and tasks with reasonable adjustment where appropriate in accordance with the Equality Act 2010.	E	✓	✓
32.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
33.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
34.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
35.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
36.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
37.	Commitment to support the Trust's agenda for safeguarding and equality and diversity.	E	✓	✓
38.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓