



Star

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. Supervise the swimming pool area, ensuring students are kept safe by following safeguarding, risk assessment and other health and safety policies.
3. Assemble and dismantle equipment and displays, reporting any defects affecting safety of users.
4. Administer first aid when appropriate.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1. Main Duties

- 1.1 Provide a lifeguard service to all students.
- 1.2 Maintain constant surveillance of all students in the water.
- 1.3 Act quickly and appropriately to secure the safety of students in the event of an emergency.
- 1.4 Provide emergency care and treatment as required until the arrival of emergency medical services.
- 1.5 Support in the risk assessment for practical activities.
- 1.6 Be responsible for general safety and behaviour of the students and prevent misuse or damage to internal and external facilities.
- 1.7 Have a full working knowledge and understanding of the requirements of Health and Safety in Swimming Pools (HSE 179) and to operate at all times within these guidelines.
- 1.8 Clean the pool and surrounding areas, showers and changing facilities and other areas in accordance with health and safety standards.
- 1.9 Prepare and maintain appropriate activity reports.
- 1.10 Assist in the supervision of lesson change overs and supervising the changing rooms.
- 1.11 Present professional appearance and attitude at all times and maintain a high standard of customer service.

2. Support for Students

- 2.1 Proactively monitor, control and patrol the swimming pool during all operational hours.
- 2.2 Use specialist skills/knowledge/experience to support students.
- 2.3 Establish productive working relationships with students acting as a role model and setting high expectations.
- 2.4 Demonstrate techniques and skills as required.
- 2.5 Provide health and safety advice as required.
- 2.6 Assist students with instructions on the proper use of equipment, when necessary.
- 2.7 Give advice on water safety to students.

3. Resources

- 3.1 Organise and manage appropriate learning environments and resources.
- 3.2 Ensure resources are available for use.
- 3.3 Advise on appropriate deployment and use of specialist aids/resources/equipment.
- 3.4 Ensure the maintenance of stock levels, making out initial orders and checking deliveries, liaising with suppliers as appropriate.
- 3.5 Ensure the secure storage of stock.
- 3.6 Maintain an inventory of equipment/materials.
- 3.7 Organise and oversee a booking system for equipment/materials.
- 3.8 Provide advice /guidance as appropriate on the correct use and set up of equipment.
- 3.9 Liaise with external agencies in the provision of loaned resources such as equipment and visual resources.
- 3.10 Report all problems/irregularities to the School Business Manager immediately.

4. Support for the School

- 4.1 Support out-of-hours events such as Primary swimming lessons.
- 4.2 Be aware of and support difference and ensure equal opportunities for all.
- 4.3 Contribute to the overall ethos/work/aims of the school.
- 4.4 Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students.
- 4.5 Promote and ensure health and safety.
- 4.6 Promote excellence, equality and high expectations amongst staff, students, families and community partners.
- 4.7 Work within the agreed policies and procedures of the Trust, School and Governing Body.

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'.



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PERSON SPECIFICATION

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
QUALIFICATIONS				
1.	National Pool Lifeguard Qualification (NPLQ) or equivalent qualification or willingness to undertake the NPLQ immediately upon appointment. <i>Please note NPLQ must be passed during the probation period for the role to be confirmed beyond this point.</i>	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	✓	✓
9.	Experience of sound and lighting systems or willing to undertake training.	D	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
10.	Able to swim to a high standard to meet the requirements of the NPQL including: <ul style="list-style-type: none"> Swim 50 metres in less than 60 seconds. Swim 100 metres continuously on front and back. Tread water for 30 seconds. Jump/dive into deep water. Surface dive to the floor of the pool. Climb out of pool unaided without ladder/steps. 	E	✓	✓

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
11.	Good literacy / numeracy skills.	E	✓	✓
12.	Ability to use relevant technology/equipment/resources.	E	✓	✓
13.	Ability to use ICT effectively.	E	✓	✓
14.	Good keyboard / computer skills.	E	✓	✓
15.	An understanding of the needs of a multicultural society.	E	✓	✓
16.	Understanding of relevant policies/codes of practice and awareness of relevant legislation.	D	✓	✓
17.	Effective use of ICT packages.	D	✓	✓
PERSONAL QUALITIES				
18.	Ability to relate well to students and adults.	E	✓	✓
19.	Ability to work constructively as part of a team.	E	✓	✓
20.	Ability to remain calm under pressure.	E	✓	✓
21.	Demonstrate good co-operative, interpersonal and listening skills.	E	✓	✓
22.	Demonstrate a commitment to working with children of the relevant age.	E	✓	✓
23.	Flexibility and willingness to accept change.	E	✓	✓
24.	Willingness to share expertise, knowledge and experience.	E	✓	✓
25.	Approachable, courteous and able to present a positive image of the school to callers and visitors.	E	✓	✓
26.	Maintain confidentiality in matters relating to the school, its students, parents and carers.	E	✓	✓
27.	Ability to prioritise conflicting demands and pressures.	E	✓	✓
28.	Ability to identify own training and development needs.	D	✓	✓
29.	Ability to cope with requirements of the post, which may include working with students who have emotional and behavioural difficulties or physical difficulties.	E	✓	✓

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
30.	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	✓	✓
31.	Will not require holiday leave during term time.	E	✓	✓
32.	Ability to deal with a large multi-level building (which has lifts).	E	✓	✓
33.	Ability to perform all duties and tasks with reasonable adjustment where appropriate in accordance with the Equality Act 2010.	E	✓	✓
34.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
35.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
36.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
37.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
38.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
39.	Commitment to support the Trust's agenda for safeguarding and equality and diversity.	E	✓	✓
40.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓