

# HEARTS Academy Trust



HEARTS ACADEMY TRUST

## Swimming Instructor Person Specification

General heading	Detail	Examples
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	<ul style="list-style-type: none"> <li>• GCSE or equivalent in Maths and English (C or above)</li> <li>• Previous experience as a swimming coach/teacher/instructor is essential</li> <li>• Level 2 ASA Swimming Teachers / Coaching certificate is essential</li> <li>• Current Rescue Test for Teacher (NRASTC) and/or National Pool and Lifeguard Qualification (NPLQ) is essential</li> <li>• Knowledge of the Swim England Learn to Swim Programme for teaching swimming skills, techniques and awards</li> <li>• Knowledge of the local area</li> <li>• Knowledge of marketing strategies and an awareness of the need to grow/expand is desirable</li> <li>• Preferable wider experience would be valued, such as Swim England Teaching for Babies and Toddlers, STA Baby and Preschool or Birthlight Baby and Toddler qualifications</li> </ul>
	Knowledge of relevant policies and procedures	<ul style="list-style-type: none"> <li>• General understanding of the operation of a school and Trust</li> <li>• Understanding of the operational duties relating to a swimming pool and swimming school is desirable</li> <li>• Knowledge of health and safety and other relevant legislation is essential</li> <li>• Understanding of our Safeguarding and Child Protection Policies</li> </ul>
	Literacy	<ul style="list-style-type: none"> <li>• Good reading and writing skills</li> </ul>
	Numeracy	<ul style="list-style-type: none"> <li>• Ability to undertake calculations</li> </ul>
	ICT and Technology	<ul style="list-style-type: none"> <li>• Experience of Microsoft packages, including Word, Excel &amp; Publisher</li> <li>• Ability to operate technology associated with Health and Safety of a swimming pool – desirable</li> <li>• Ability to use photocopier</li> </ul>
<b>Communication</b>	Written	<ul style="list-style-type: none"> <li>• Ability to complete forms</li> </ul>
	Verbal	<ul style="list-style-type: none"> <li>• Ability to exchange routine verbal information clearly in English with children and adults</li> </ul>

HEARTS Academy Trust is a company limited by guarantee. Registered as a company in England and Wales, registered number 7851097.

Registered office: HEARTS House, 2 Mount Road, Wickford, Essex SS11 8HE



**Stambridge**  
Primary School and Nursery



		<ul style="list-style-type: none"> <li>Confidence to contribute in meetings</li> </ul>
	Languages	<ul style="list-style-type: none"> <li>Able to seek support to overcome communication barriers with children and adults</li> </ul>
	Negotiating	<ul style="list-style-type: none"> <li>Ability to consult with colleagues and suppliers</li> </ul>
<b>Working with children</b>	Behaviour Management	<ul style="list-style-type: none"> <li>Understand and implement the school's behaviour management policy</li> </ul>
	SEND	<ul style="list-style-type: none"> <li>Understand and support the differences in children and adults</li> </ul>
	Curriculum	<ul style="list-style-type: none"> <li>Understanding of the learning experience provided by the school</li> </ul>
	Child Development	<ul style="list-style-type: none"> <li>Understanding of the way in which children develop</li> </ul>
	Health & Wellbeing	<ul style="list-style-type: none"> <li>Understand the importance of physical and emotional wellbeing</li> </ul>
<b>Working with others</b>	Working with partners	<ul style="list-style-type: none"> <li>Understand the role of others working in the school</li> </ul>
	Relationships	<ul style="list-style-type: none"> <li>Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults</li> </ul>
	Team work	<ul style="list-style-type: none"> <li>Ability to work effectively with other adults in the school</li> </ul>
	Information	<ul style="list-style-type: none"> <li>Ability to provide timely and accurate information</li> </ul>
<b>Responsibilities</b>	Organisational skills	<ul style="list-style-type: none"> <li>Able to prioritise and manage workload</li> </ul>
	Time Management	<ul style="list-style-type: none"> <li>Ability to manage own time effectively</li> </ul>
	Creativity	<ul style="list-style-type: none"> <li>Ability to follow instructions, and contribute ideas to improve systems. Be forward thinking and creative in approach</li> </ul>
<b>General</b>	Equalities	<ul style="list-style-type: none"> <li>Demonstrate a commitment to equality</li> </ul>
	Health & Safety	<ul style="list-style-type: none"> <li>Basic understanding of Health &amp; Safety</li> </ul>
	Child Protection	<ul style="list-style-type: none"> <li>Understand child protection procedures</li> </ul>
	Confidentiality/Data Protection	<ul style="list-style-type: none"> <li>Understand procedures and legislation relating to confidentiality</li> </ul>
	CPD	<ul style="list-style-type: none"> <li>Be prepared to develop and learn in the role</li> </ul>