

Job Description: Pool Manager & Swimming Teacher

Salary: NJC Grade 9 (Range SCP23-26). Actual Salary £22,289.75--£24,132.02

Contract type: Part time, Term Time Only

Hours/days of work: 28 hours per week, 08:30-16:00 Monday-Thursday, with 30 min unpaid lunchbreak

Location: Kingfisher School, Radley Road, Abingdon, OX14 3RR

Reports to: School Business Manager

Responsible for: Pool Assistants/Lifeguards

Main purpose

- To lead the safe and effective operation of the school's swimming/hydrotherapy pool and deliver high-quality, accessible swimming and water-based learning for pupils with a wide range of special educational needs and disabilities (SEND). The Pool Manager & Swimming Teacher ensures compliance with national standards, manages the daily running of the pool, oversees staff, and provides engaging, therapeutic swimming sessions that support pupils' physical development, safety, and confidence in the water.
- To plan, organise and safely lead pupils with a wide range of abilities and need, teaching relevant skills and techniques and tailoring activities to ensure they are engaging and accessible to all.
- To integrate frameworks such as the Swim England Learn to Swim Programme, Swim England Learn to Swim programme, and STA International Learn to Swim disability awards into lessons where possible

Duties and responsibilities

Teaching & Pupil Support

- Plan and deliver high-quality swimming lessons and hydrotherapy sessions, tailored to the needs of pupils with complex learning, physical, sensory, or medical needs.
- To plan and deliver lessons ensuring adherence to the schemes of work and lesson plans as agreed with the headteacher.
- Promote water confidence, safety skills, mobility, sensory regulation, physical therapy goals, and enjoyment.
- Work collaboratively with teachers, physiotherapists, and occupational therapists to deliver individualised programmes.
- Use adaptive teaching strategies, communication tools, and SEND-specific approaches (e.g., PECS, visual schedules, sensory regulation techniques).
- Assess pupil progress and contribute to EHCP targets, reporting requirements, and individual learning plans.

- Regularly assess each participant's ability and progress and arrange for the award of the appropriate certificates.
- Ensure safeguarding procedures are followed and that pupils are supported with dignity, respect, and care.

Pool Management & Safety

- Oversee the safe day-to-day operation of the pool in accordance with the school's Normal Operating Procedures (NOP) and Emergency Action Plan (EAP).
- Ensure compliance with Health & Safety legislation, including HSG179, COSHH, and Local Authority/Trust procedures.
- Monitor and maintain correct water quality, including chemical testing, dosing, filtration, backwashing, and plant room checks.
- Maintain accurate records of water tests, maintenance, and safety inspections.
- Carry out or coordinate routine maintenance, identifying and reporting repairs promptly.
- Ensure the pool area, changing rooms, equipment, and surrounding spaces are clean, hygienic, and fully accessible.
- Complete regular risk assessments and update operational procedures accordingly.
- Ensure all equipment (floats, hoists, sensory aids, rescue equipment) is safe, fit for purpose, and stored correctly.
- Manage pool timetabling, ensuring efficient use by pupils, therapy teams, and community partners (where applicable).

Leadership & Staff Management

- Line-manage Pool Assistants / Lifeguards including rotas, supervision, appraisal, and training.
- Ensure all pool and session staff are appropriately qualified and confident in their roles.
- Deliver or organise training such as rescue skills, manual handling, hoist use, pool evacuation, and first aid.
- Maintain an up-to-date knowledge of water safety, SEND strategies, hydrotherapy practice, and compliance expectations.

Administration & Compliance

- Maintain accurate records of:
 - Attendance registers
 - Session plans
 - Pupil progress and risk assessments
 - Water quality logs
- Maintenance checks and service reports
- Produce reports for senior leaders, governors, or external agencies when required.
- Contribute to audits, inspections, and compliance reviews.
- Manage pool budgets including chemicals, equipment, servicing, and training costs.
- Support with community or external hire arrangements (if applicable), ensuring safeguarding and safety standards are met.

Other areas of responsibility

- May be required to support extracurricular or community swimming activities.
- Occasional out-of-hours working for training, maintenance, or events may be required.
- Duties may be adjusted in line with school needs.

Safeguarding

- To work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- To promote the safeguarding of all pupils in the school

This job description sets out the main duties of the post at the date it was drawn up. However, it is not intended to be an exhaustive or definitive list. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. You may be required to carry out other duties commensurate with your role.

Person specification

	Essential	Desirable
Qualifications & Training		
STA Level 2 Award/Certificate or ASA/Swim England Level 2 Swimming Teacher	✓	
National Pool Lifeguard Qualification (NPLQ) or equivalent	✓	
Pool Plant Operator Certificate (or willingness to train)	✓	
First Aid qualification	✓	
Hydrotherapy or aquatic therapy training		✓
Manual handling & hoist training		✓
Knowledge & Experience		
Understanding of pool safety, water testing, and plant equipment	✓	
Experience delivering inclusive or adaptive swimming lessons	✓	
Awareness of safeguarding and child protection requirements	✓	
Ability to support children with diverse needs, including physical and medical conditions	✓	
Experience managing staff or leading a team		✓
Working knowledge of physiotherapy or therapeutic intervention		✓
Experience supporting pupils with profound and multiple learning disabilities (PMLD) or autism		✓
Experience working in a special school or SEN setting		✓
Skills & Attributes		
Strong communication and interpersonal skills	✓	
Calm, patient, and responsive to pupil needs	✓	
Excellent organisation and record-keeping	✓	
Ability to risk-assess and make sound safety decisions	✓	
Commitment to inclusion, wellbeing, and equality	✓	
Professionalism, reliability, and the ability to use initiative	✓	