

JOB DESCRIPTION

**Job title:**  Swimming and Sports Instructor

**Working hours:** 36 hours per week, term time only

**Salary:** SCP points 2-10

**Accountable to:**  Head of PE

**1. Responsibilities:**

The overall responsibilities of this post will include:

* Lifeguarding and instructing within the swimming pool which will include:
  + Maintaining personal lifeguard and first aid qualifications
  + Daily safety checks for the swimming pool and changing room areas
  + Scheduled water safety checks in-between specialist visits from the swimming pool contractor
  + Management of all specialist swimming equipment which may be used in lessons

**2. Main Duties:**

2.1 Swimming

* To lead the supervision of swimming and assist with any additional support that students might require as directed by the class teacher
* To lead the response to any emergency situation within the swimming pool area

2.2 Supporting Learning in PE

* To prepare materials for lessons to support and enhance teaching and learning.
* To provide support for students in lessons
* To ensure the safe and appropriate storage of equipment
* To prepare and set up equipment and visual aids to aid teaching and learning as required
* To assist in the recording and upkeep of departmental inventories
* Supporting the use of IT in lessons in conjunction with the class teacher

2.3 Health and safety

* To adhere to the school Health and Safety policy and procedures at all times.
* To adhere to the school safeguarding policy and procedures at all times.
* To support the preparation of Risk Assessments for teaching and activities within the department
* To assist in the annual review of existing department risk assessments
* To be responsible for scheduled safety checks of equipment and work areas
* To prepare, provide and check documentation in relation to Educational Visits for the department

2.4 Wider school

* To undertake First Aid requirements (mainly within the PE department) as needed
* A willingness to support with external sporting fixtures
* To attend and be prepared for relevant meetings
* To be aware of and support whole school policies and practice
* To be aware of and support Data Protection procedures and issues
* To participate in training and other learning activities, including sharing of good practice and participation in internal training sessions.
* To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the Headteacher or nominated representative (in conjunction with the post holder).