



Job Description & Person Specification

Position: Swimming Instructor

Job Title:	Casual Swimming Instructor
Scale:	£25 per hour
Responsible to:	Headteacher

Job Purpose:	<ul style="list-style-type: none"> To plan and deliver high-quality swimming lessons to primary-aged pupils in line with the National Curriculum, ensuring a safe, inclusive, and enjoyable learning environment. The instructor will help pupils develop swimming competence, confidence, and water safety skills.
Duties & Responsibilities:	<ul style="list-style-type: none"> Plan and deliver structured swimming lessons for pupils in KS1 and KS2 Ensure all lessons meet the requirements of the PE national curriculum Adapt lessons to suit different age groups and abilities Monitor and assess pupil progress, providing feedback to school staff Promote water safety and responsible behaviour around water Ensure the safe use of swimming facilities, reporting any concerns Set up and pack away equipment before and after sessions Maintain accurate attendance and progress records Support pupils with additional needs to access swimming lessons safely Liaise with teachers and teaching assistants to support individual pupil needs Maintain a high standard of health and safety and comply with school safeguarding procedures
General:	<ul style="list-style-type: none"> Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager. Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency, and security of information as appropriate. Take personal responsibility for all personal data within own working environment. Ensure that all duties and services provided are in accordance with the Trust's Equality & Diversity Policy. Bridge Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this



commitment. All Staff are expected to confirm they have read and understood KCSIE part one, annually each September.

PERSON SPECIFICATION

Criteria	Qualities	Essential/ Desirable
Qualifications & Training	STA or ASA Level 2 Certificate in Teaching Swimming (or equivalent)	E
	Valid First Aid certificate	E
Knowledge & Experience	Recent experience of working in a primary school.	D
	Experience differentiating lessons for varying abilities	E
Skills and attributes	Knowledge of primary PE and national curriculum swimming expectations	E
	Ability to plan engaging, safe, and inclusive swimming lessons	E
Personal qualities	Strong communication and management skill	E
	Reliable and well-organised	E
Other	Committed to equality and diversity.	E
	Commitment to own continuous personal and professional development.	E
	Committed to our Health and Safety policies and procedures.	E
	Compliance to Data Protection Act 2018 and GDPR principles/ requirements.	E
	Committed to safeguarding and promoting the welfare of children and young people.	E

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills, and grade. This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the postholder.

Last updated Sept 2025.