

## Job Description

<b>Job title</b>	<b>Swimming Instructor</b>
<b>Directorate:</b>	People
<b>Service:</b>	Special Schools
<b>Location:</b>	Tiverton School
<b>Grade:</b>	4 depending on experience and qualifications
<b>Hours:</b>	TBD
<b>Job Code/Number</b>	L3023D
<b>Job Purpose</b>	
<p>The teaching of swimming to all ages and abilities at this special school, to develop swimming skills where appropriate but also to look at how the more profoundly disabled children can take advantage of the swimming pool experience by creating an innovative and explorative swimming programme throughout the academic year.</p>	
<b>Duties and Responsibilities</b>	
<p><u>Main duties</u></p> <ul style="list-style-type: none"> <li>• Overseeing users of the swimming pool facility to ensure the safety of staff, students and community users. This may necessitate 'rescuing' users from the swimming pool should the need arise.</li> <li>• To teach swimming lessons/programmes to all classes to specified levels and standards.</li> <li>• Ensuring that all swimming classes meet the performance standards required by Tiverton School.</li> <li>• Monitoring and assessment of pupil progress using the Rockhopper series and report back to class teacher</li> <li>• Ensuring the appropriate use of facilities and equipment to prevent misuse, damage and accidents.</li> <li>• Undertaking resuscitation techniques and other emergency procedures including the use of appropriate equipment.</li> <li>• Assembling and dismantling pool equipment and materials , including the use of pool covers as directed.</li> <li>• Checking of water levels</li> <li>• Cleaning around the pool area and changing room between sessions</li> <li>• Assist the Site Services Manager with the Maintenance of the pool.</li> <li>• Supporting pupil with dressing and undressing before and after use of the pool</li> <li>• Providing advice and guidance to users and answering general enquiries.</li> <li>• Maintaining basic records of use as required.</li> <li>• Ensuring that Health &amp; Safety procedures and guidance provided by the school and associated governing body is followed at all times.</li> <li>• Attending In-service and external training for relevant Professional Swimming and First Aid qualifications.</li> <li>• Undertaking other duties and responsibilities, as required, appropriate to the grade and the post, also the personal skills and experience of the postholder.</li> </ul>	

- Being responsible and accountable for carrying out the duties of the post with due regard to the City Council's Health and Safety and Equal Opportunities Policies.

#### Additional duties when the pool is not in use

Under the direction and control of the classroom teacher or designated supervisor:

- Supervise and support the teaching activities of individuals or groups of children/young people to ensure their safety and facilitate in their physical and emotional development.
- Undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children/young people, including those pupils with special educational, physical or emotional needs.
- Monitor individual pupil's progress, achievements, reporting to the responsible teacher as appropriate.
- Actively engage in the pre-determined educational activities and work programmes at a basic level, including the administration of baseline tests, and the use of information technology as appropriate.

#### **JOB RESPONSIBILITIES AND TASKS MAY ALSO INCLUDE SOME OF THE FOLLOWING, IN LINE WITH THE ROLE OF A GENERAL TEACHING ASSISTANT SUCH AS:**

1. Assist the teacher with learning activities in the classroom, preparing or modifying work for an individual or group of pupils as directed.
2. Prepare and maintain equipment and teaching resources for lessons and activities including the control of stock within the classroom.
3. Undertake supervision and discipline of pupils; provide support within the procedures of the school/service, reporting any difficulties as appropriate.
4. Promote pupil independence in learning, social and mobility skills, reinforcing the pupils' self esteem through praise and encouragement.
5. Ensure that pupils are able to safely use equipment and materials provided.
6. Provide support for local and national learning strategies
7. Assist with the implementation of programmes designed by other professionals such as Educational Psychologists and Speech and Language therapists.
8. Assist the teacher in liaising with other professional staff and reporting information from/to parents/carers, contributing to meetings to discuss a specific child's progress as appropriate.
9. Prepare/clear classroom as directed before and after lessons, including the preparation of visual aids, and the display and presentation of pupil's work.
10. Provide support to the classroom teacher by undertaking photocopying, filing, recording and collecting monies as directed.
11. Assist at an appropriate level and within the school's protocols, with the provision of general care and welfare of pupils which may include:
  - assistance with the personal hygiene routines, e.g. toilet training, changing of incontinent children, dressing and undressing;
  - the changing of soiled clothing and its disposal in an appropriate way;
  - assisting with children's injuries and, where appropriately qualified, administering first aid;
  - assist with the administering of medicines under the direction of **the appropriate medical**

staff;

- assist with the identification and monitoring of children's general health and welfare.
- 12. Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- 13. Support and contribute to the overall ethos/work/aims of the school.
- 14. Assist with the supervision of pupils outside of lesson times, including during lunchtime.
- 15. Assist with group activities within and away from the classroom/school, such as PE, swimming, educational visits.
- 16. Participate in personal and professional development activities to meet the changing demands of the job, and encourage and support other staff in their development and training.
- 17. Attend and participate in relevant meetings as required.
- 18. Assist the teacher in supporting volunteer helpers or students in the classroom.
- 19. Any other duties and responsibilities within the range of the salary grade.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

### **Guidance and Supervision**

- The post holder will work under the general guidance and supervision of the Family Liaison and Support Staff Manager.

<b>Notes</b>
<ul style="list-style-type: none"> <li>• The exact focus of the role will be decided at school level and will take into account the needs of the pupils, the school and the development needs of members of staff</li> <li>• The job description will be reviewed annually through the professional development review process</li> </ul>



**Person Specification**

<b>Job title:</b> Swimming Instructor <b>Directorate:</b> People <b>Service:</b> Special Schools <b>Location:</b> Tiverton School <b>Grade:</b> 4
<b>Qualifications and training</b>
<ul style="list-style-type: none"> <li>• National pool lifeguard qualification or Life Saver Qualification</li> <li>• Level 2 award in Teaching Swimming</li> <li>• First Aid at Work certificate</li> <li>• GCSE C or above in Maths and English</li> <li>• Level 2 award in Aquatics Teaching People with Disabilities (Not essential)</li> </ul>
<b>Experience</b>
<ul style="list-style-type: none"> <li>• Experience of working with children and young people with a variety of abilities and backgrounds/or of a relevant age</li> <li>• Experience of teaching children with disabilities</li> <li>• Life saving techniques</li> <li>• Health and safety issues related to swimming pool use</li> </ul>
<b>Skills and Abilities</b>
<ul style="list-style-type: none"> <li>• Control/supervision of user of swimming pool facilities</li> <li>• Able to teach children with special needs</li> <li>• Life saving/resuscitation techniques</li> <li>• Interpersonal – dealing with pool users enquiries, give and receive instructions</li> <li>• Good literacy and numeracy skills</li> <li>• Record keeping</li> <li>• Receive visitors in a welcoming way with a friendly approach</li> </ul>

- Follow recognised procedures in pool use
- Deal with emergencies and/or first aid
- To be able to work constructively as part of a team

**Notes**

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.