



# Job Description and Person Specification

<b>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b>	
<b>Job Title:</b>	Lifeguard
<b>Summary of the role:</b>	To ensure the safety of all pool users and bystanders by intervening to prevent accidents and responding to emergency situations
<b>Line management responsibility for:</b>	N/A
<b>Main duties and responsibilities:</b>	<ul style="list-style-type: none"> <li>• To promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact.</li> <li>• To attend two hours of ongoing NPLQ training per month to maintain standards and conform to updates. Lifeguards who do not attend regular training will not be allowed to work any shifts until they have attended training and passed a competency test.</li> <li>• To have read, understood and be aware of the latest Sidcot PSOP and follow the guidance and procedures laid out in the NOP and EAP.</li> <li>• To wear the issued Sidcot Lifeguard uniform on shifts and to be responsible for keeping it clean and presentable.</li> <li>• To insist all users adhere to all pool rules and report persistent offenders to the Sports Centre Management. Lifeguards should give clear warnings for misbehaviour. Following two clear warnings a lifeguard should ask the individual to exit the pool on the third offence and inform the Sports Centre Management.</li> <li>• To check the pool, changing rooms and poolside for obvious damage or hazards before letting pupils and swimmers enter. To report any problems to the Sports Centre Management.</li> <li>• To supervise all swimmers and not allow them to enter the water until it is adequately supervised and safe to do so.</li> <li>• To arrive five minutes before your shift so you are in uniform and on poolside at the start of your shift time.</li> <li>• To supervise the use of all equipment and ensure pupils have permission to use it and do not misuse it.</li> </ul>



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	<ul style="list-style-type: none"><li>• To ensure all equipment is put away correctly and the poolside is tidy.</li><li>• When on duty lifeguards will not use mobile phones, mp3 players or any other personal equipment that may distract them from supervising the pool.</li><li>• When on duty, lifeguards will refrain from having social conversations with friends or swimmers that may distract them from supervising the pool.</li><li>• To safely set up and pack away equipment i.e. lane ropes, floats, pool inflatable etc.</li><li>• In the event that the pool is empty or closed during a lifeguard shift, the lifeguard will carry out tidying and cleaning duties as directed</li><li>• When the last one to leave the pool area, lifeguards must ensure the lights are turned off and all pool hall doors are locked</li><li>• To carry out pool tests and inform the Sports Centre Management if there are any abnormal readings</li></ul>
<b>Line management duties and responsibilities</b>	<ul style="list-style-type: none"><li>• N/A</li></ul>

**You may also be required to undertake such other comparable duties as the Headmaster or your line manager requires from time to time.**



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Person Specification			
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
<b>Qualifications</b>	<p><i>The professional, technical or academic qualifications that the Applicant <b>must have</b> to undertake the role or the training that they <b>must have</b> received</i></p> <ul style="list-style-type: none"> <li>• Current NPLQ Qualification</li> </ul>	<p><i>The professional, technical or academic qualifications that the Applicant <b>would ideally have</b> to undertake the role or the training that <b>they should ideally have</b> received</i></p> <ul style="list-style-type: none"> <li>• ASA Level 1 in Swimming Teaching or equivalent</li> <li>• Sports Coaching Qualifications</li> </ul>	<ul style="list-style-type: none"> <li>• Production of the Applicant's certificates</li> <li>• Discussion at interview</li> <li>• Independent verification of qualifications</li> </ul>
<b>Experience</b>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely <b>to predict</b> success in the role</i></p>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely <b>to contribute to</b> success in the role</i></p> <ul style="list-style-type: none"> <li>• Previous lifeguarding experience</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>



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<p><b>Skills</b></p>	<p><i>The skills <b>required</b> by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Alert</li> <li>• Proactive</li> <li>• Follow procedures</li> </ul>	<p><i>The skills that would <b>enable</b> the Applicant to perform effectively in the role</i></p>	<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>
<p><b>Knowledge</b></p>	<p><i>The knowledge <b>required</b> by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Read and understood the latest copy of 'The Lifeguard' produced by the RLSS</li> </ul>	<p><i>The knowledge that would <b>enable</b> the Applicant to perform effectively in the role</i></p>	<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>



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<p><b>Personal competencies and qualities</b></p>	<p><i>The personal qualities that the Applicant <b>requires</b> to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> <li>• Ability to relate well to young people and enjoy their company</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• A strong commitment to the School's Quaker ethos and principles</li> <li>• Positive attitude to use of authority and maintaining discipline</li> <li>• A strong leader and role model to young people</li> <li>• A strong team player</li> <li>• Punctual</li> <li>• Flexible approach towards working hours</li> </ul>	<p><i>The personal qualities that would <b>assist</b> the Applicant to perform effectively in the role</i></p>	<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>
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