



Job Description and 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.	
Job Title:	Swim Coach
Summary of the role:	To plan and deliver the School Swim Academy & Club. To ensure the safety of all pool users and bystanders by intervening to prevent accidents and responding to emergency situations. To work alongside the Swim School Coordinator in developing the clubs and entering competitions where necessary.
Line management responsibility for:	Assistant coaches / teachers
Main duties and responsibilities:	<ul style="list-style-type: none"> • To promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact. • To act as head coach and to develop the school swim Academy & Club for the Junior & Senior schools. • To ensure policies & risk assessments for activities are followed. • To have read, understood and be aware of the latest Sidcot Pool Safety Operating Procedure and follow the guidance and procedures laid out in the Normal Operating Procedure and Emergency Action Plan. • To assess pupils for Swim England (ASA) stages and provide feedback to parents • To wear the issued Sidcot Swim Teacher uniform and staff ID badge on shifts and to be responsible for keeping it clean and presentable. • To supervise all swimmers and not allow them to enter the water until it is adequately supervised and safe to do so. • To arrive at least five minutes before your shift so you are in uniform, on poolside with equipment prepared for the start of your lesson. • To safely set up and pack away equipment within swim teachers lessons as necessary. • To communicate effectively with the Sports Centre Manager and with the Swim School Coordinator.



Job Description and Person Specification

	<ul style="list-style-type: none">• To be willing to cover other swimming teachers' lessons in case of staff absence or illness.• To have a flexible approach towards working evenings and weekends.• To check messages and shifts on Microsoft Teams for any updates or changes to working hours.• To report any equipment or building defects to the Supervisor on duty & to follow this up to ensure the Manager is informed.• To be able to use booking systems on both computer and tablet & to complete registers and progress reports.• When on duty, swim teachers will not use mobile phones, mp3 players, smart watches or any other personal equipment that may distract them from supervising the pool. <p>To ensure all equipment is cleaned, dried & put away correctly and the poolside is tidy.</p> <p>To enter the Academy & Club into open meets & competitions as necessary and to attend with the swimmers.</p>
Line management duties and responsibilities	<ul style="list-style-type: none">• To lead assistant coaches/teachers with a plan for Swim Academy & Club.

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



Job Description and Person Specification

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	
Qualifications	<p><i>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received</i></p> <ul style="list-style-type: none"> Swim England (ASA) Swimming Coach Certificate 	<p><i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received</i></p> <ul style="list-style-type: none"> Swim England (ASA) Level 2 Swimming Teacher Qualification National Rescue Award for Swimming Teachers and Coaches (NRASTC) National Pool Lifeguard Qualification (NPLQ) Sports degree or equivalent Level 2 or higher Sports Coaching Qualifications First Aid at Work Pool Plant Operations 	<ul style="list-style-type: none"> Production of the Applicant's certificates Discussion at interview Independent verification of qualifications



Job Description and Person Specification

		<ul style="list-style-type: none"> • Fitness Instructor Qualifications • Rookie Lifeguard Instructor 	
Experience	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role</i></p> <ul style="list-style-type: none"> • Teaching school age children. • Teaching preschool children. • Coaching school age children. • Experience of managing challenging behaviours. • Lesson planning and assessment. • Assessing and grouping swimmers. • Ability to team teach, lead or assist. • Teaching 1:1 and group lessons. • Newly qualified swimming teachers/coaches will be considered. 	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role</i></p> <ul style="list-style-type: none"> • Teaching adults swimming. 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references



Job Description and Person Specification

<p>Skills</p>	<p><i>The skills required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Observational and analytical skills to enable quick stroke and skills analysis followed up with teaching to improve. • Adaptive teaching to allow for pupils needs. • An ability to demonstrate correct technique in the pool or on poolside. • An ability to give clear explanations and elaborate if needed to make yourself understood. • Team player. • Excellent communication – with other swim teachers, Sports Centre Manager and Swim School Coordinator. • Alert • Proactive • Follow procedures • Organised • Ability to adapt into different roles and be a good leader 	<p><i>The skills that would enable the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Digital marketing skills 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references
----------------------	--	---	--



Job Description and Person Specification

Knowledge	<p><i>The knowledge required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none">• A good knowledge and understanding of stroke and water skills techniques.• Knowledge of Swimming Teachers Health and Safety responsibilities.• Knowledge of the principles of effective teaching.• Knowledge of ASA swim framework.	<p><i>The knowledge that would enable the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none">• Pool operations• Pool health & safety	<ul style="list-style-type: none">• Contents of the application form• Interview• Professional references



Job Description and Person Specification

<p>Personal competencies and qualities</p>	<p><i>The personal qualities that the Applicant requires 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"> • Ability to relate well to young people and working in a school environment. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Excellent customer service • Ability to communicate effectively and appropriately to students, parents, customers & other staff. • A strong commitment to the School's Quaker ethos and principles • Positive attitude to use of authority and maintaining discipline • A strong leader and role model to young people • A strong team player • Punctual 	<p><i>The personal qualities that would assist the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Positive attitude to the use of authority and maintaining discipline • A desire to develop swimmers to the best of their ability • Positive attitude towards developing swimming activities within a school 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references
---	---	--	--



Job Description and Person Specification

	<ul style="list-style-type: none">• Reliable• Flexible approach towards working hours & willingness to cover staff absences.• Willingness to work a range of shift times, including evenings and weekends.		
--	--	--	--