



# LUCTON SCHOOL

## Job Description and Person Specification

### Swimming Teacher

#### Job Description

Lucton 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>Post title:</b>	<b>Swimming Teacher</b>
<b>Working Hours:</b>	<b>3 Days per week between Monday to Friday, 10:00 am – 5:30pm</b>
<b>Remuneration:</b>	<b>Commensurate with experience</b>
<b>Responsible to:</b>	<b>Headteacher</b>
<b>Start Date:</b>	<b>Immediate Start Available</b>
<b>Job Role:</b>	<p>Under the direction of the Headmaster:</p> <ul style="list-style-type: none"> <li>The successful candidate will deliver high-quality swimming lessons to students of all ages and abilities, promoting water safety, confidence, and technical skills in line with the school's commitment to excellence.</li> </ul>
<b>Main Responsibilities and Specific Subject Leader Tasks:</b>	<ul style="list-style-type: none"> <li>Plan, deliver, and evaluate structured swimming lessons for individuals and groups.</li> <li>Develop tailored programs to cater to varying skill levels, from beginners to advanced swimmers.</li> <li>Teach water safety, swimming techniques, and strokes with a focus on skill progression.</li> <li>Ensure the safety and well-being of all swimmers by adhering to health and safety guidelines and conducting regular poolside checks.</li> <li>Prepare students for swimming assessments, competitions, and awards schemes.</li> <li>Maintain an engaging and supportive learning environment that encourages participation and development.</li> <li>Collaborate with school staff to coordinate swimming schedules and activities.</li> <li>Conduct risk assessments and ensure the swimming pool and surrounding areas are safe and well-maintained.</li> </ul>
<b>General Teacher Specific Tasks:</b>	<ul style="list-style-type: none"> <li>To ensure familiarity with the contents of the Staff Handbook which is reviewed annually.</li> <li>To teach as required by the timetable, effectively planning, preparing and delivering lessons.</li> <li>To maintain a good working knowledge of developments within specific subject areas taught.</li> </ul>

- To provide a high quality learning experience for every student based on targets which meet with internal and external quality standards.
- To plan differentiated lessons that provide for the needs of our overseas students, Gifted and Talented students and students with Special Educational Needs, implementing and keeping records on Individual Education Plans (IEPs).
- To teach on the cover rota, when required.
- To make use of all relevant data to ensure that the individual needs of students are met.
- To prepare reports and complete assessments and 'Action Plans' for students with IEPs as required.
- To ensure that all activities in the classroom comply with good practice in relation to Health and Safety.
- To ensure that the current requirements of examination boards are met.
- To set and mark pupils' homework regularly in line with the homework timetable where applicable and the school and departmental policy; maintain records of these assessments.
- To set and mark internal examination papers as required and to record this information.
- To manage behaviour of students in lessons in line with the school policy and to encourage good practice among our students with regard to punctuality, behaviour and standards of work.
- To undertake a share in the corporate responsibility for the wellbeing of students and student behaviour management, supporting all school policies relating to this and especially with regard to safeguarding and promoting the welfare of students, along with their protection.
- To attend meetings as requested e.g. parents' evenings, staff meetings and any other appropriate meetings as may be reasonably required at the discretion of the Headmaster.
- To participate in the schools' Internal Staff Development Programme.
- To work effectively within a team context and contribute to effective working relationships within the school.
- To plan and deliver up to three activities per week (pro rata for part-time employment).
- To teach other subjects from time to time as necessary, such as PHSE, Form Time, etc.
- Willingness to be a form tutor.

### Person Specification

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	Essential	Desirable	Method of assessment
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• ASA Level 2 Swimming Teacher qualification (or equivalent).</li> <li>• Valid National Pool Lifeguard Qualification (NPLQ) or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• NQT or QTS.</li> <li>• Additional qualifications in first aid or coaching.</li> <li>• Knowledge of independent school environments and ethos.</li> </ul>	<ul style="list-style-type: none"> <li>• Production of the applicant's certificates</li> </ul>

<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Experience teaching swimming to children and young people, preferably in an educational setting to the Key Stages as shown through strong student progress.</li> <li>• Evidence of high pupil achievement.</li> <li>• Experience of dealing with young people aged 10+, preferably within an educational context.</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching up to A Level in multiple schools.</li> <li>• Working as a Form Tutor.</li> <li>• Involvement in extra-curricular activities.</li> </ul>	<ul style="list-style-type: none"> <li>• CV</li> <li>• Interview</li> <li>• Professional references</li> </ul>
<b>Skills:</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills.</li> <li>• Excellent written and verbal communicator.</li> <li>• Build successful and appropriate relationships with pupils, staff, parents, and the wider community.</li> <li>• Confidence, commitment, and integrity.</li> <li>• Maintain confidentiality.</li> </ul>		<ul style="list-style-type: none"> <li>• CV</li> <li>• Interview</li> <li>• Professional references</li> </ul>
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>• Educational development of pupils and how to encourage them to reach their potential.</li> <li>• Effective teaching and learning strategies.</li> <li>• Understanding of the importance and implementation of safeguarding procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Recent professional development related to their subject area.</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the application Form</li> <li>• Interview</li> <li>• Professional references</li> </ul>
<b>Personal competencies and qualities:</b>	<ul style="list-style-type: none"> <li>• Professional and efficient.</li> <li>• Honesty and reliability.</li> <li>• Hard working.</li> <li>• Motivational and inspirational.</li> </ul>		<ul style="list-style-type: none"> <li>• Contents of the Application Form</li> <li>• Interview</li> <li>• Professional references</li> </ul>

**Notes:**

Responsibilities may be direct, joint or through developed structures, but always in accordance with whole-school policies. These details may be amended at any time by agreement, but in any case, will be reviewed during the appraisal process.

In terms of skills and professional qualities, the candidate will visibly maintain the highest professional standards, have excellent interpersonal, communication, presentational, and IT skills, and have an ability to work flexibly within the School structure.