



Chigwell School

- Job Title:** Swimming Instructor - Self Employed
- Reporting to:** Swim School Manager
- Main Purpose:** To work as part of the Chigwell Sport & Wellness Centre team in delivering exceptional customer service, through instructing Swimming lessons.

MAIN DUTIES

- To plan and deliver Swim England accredited lessons in line with the Swim England Learn to Swim Programme.
- To ongoingly assess all pupils.
- To plan and structure lessons in a way which are safe and appropriate to the needs and abilities of the participants.
- To ensure safe preparation, provision and storage of equipment.
- To manage, maintain and update registers and awards records.
- To liaise with the Swim School Manager, parents and/or pupils regarding progress and development, and provide feedback when requested.
- To report any incidents/issues to the Swim School Manager (and other members of operational staff at the Centre as appropriate).
- To ensure all swim activities are conducted in accordance with Safeguarding, Health & Safety and Child Protection policies as laid down by Chigwell School and Chigwell Sport & Wellness Centre.
- To be familiar with and abide by the Pool Safety Operating Procedures (PSOP) and Emergency Action Plan (EAP) at Chigwell Sport & Wellness Centre.
- To liaise with the Swim School Manager to arrange cover for any planned absence.
- To wear correct uniform whilst on poolside and other suitable clothing for 'in water' sessions.
- To undertake necessary training to maintain qualifications and attend additional training sessions as requested.
- To work as a team and attend team meetings if required.
- To ensure the highest possible standards of customer service are implemented for all users and visitors to the Centre.
- To carry out any other duty as requested by your Line Manager.

CONFIDENTIALITY

The successful candidate must maintain the confidentiality of information regarding the School, its staff and its business. Information must not be communicated to other persons either in or outside the School except in the recognised course of their duties.



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CHILD PROTECTION

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for who he or she is responsible, or with whom he or she comes into contact will be to adhere to and always ensure compliance with the School's Safeguarding and Child Protections Policy. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he or she must report their concerns to the Designated Safeguarding Lead or to the Headmaster.

PERSON SPECIFICATION

SKILLS AND ABILITIES

- A motivated individual able to work on own initiative
- Ability to work as part of a team
- Ability to provide exceptional customer service
- Willingness to undertake relevant training
- A reliable and enthusiastic individual with a flexible approach to work
- Good verbal and written communication skills

QUALIFICATIONS AND EXPERIENCE

- Swim England Level 2 Teaching (or equivalent)
- Experience of working as a Swimming Instructor (Essential)
- NRASTC or First Aid at Work qualification (Desirable)
- Swim England or other recognised governing body accreditation (Desirable)

HOURS OF WORK

- Self Employed hours only although there may be some additional cover/holiday work available

PAY

£25 per hour

Please note that job descriptions cannot be exhaustive, and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

Chigwell School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to any post, including checks with past employers and the Disclosure and Barring Service.