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**Swimming Teacher**

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**Job Description**

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| **Post Title** | Schools Swimming Teacher |
| **Post Number** | Job Evaluation Reference Number |
| **Grade** | Scale 5 |
| **Hours** | Term Time (39 weeks) 26 hours per week |
| **Location** | Seaview Primary School |
| **Basis of Employment** | For the duration of the life of the swimming pool and viability of a swimming programme being able to be delivered at Seaview Primary School. |

1. **RELEVANT TO THIS POST:**

The post holder may be required to work in any County Durham facility as requested, to meet the needs of the service.

**Disclosure & Barring Service:**  **Subject to DBS Enhanced** disclosure

1. **ORGANISATIONAL RELATIONSHIPS:**

The post holder will be accountable to Schools Swimming Aquatics Development Manager, PE Specialist Inspector and Head Teacher.

1. **DESCRIPTION OF ROLE:**

To make a significant contribution to the development of the high standards within the School Swimming Development Programme and must be committed to making a substantial contribution to the high standards to the service and a commitment to continuous professional development.

1. **DUTIES AND RESPONSIBILITIES *SPECIFIC* TO THIS POST:**

To provide safe, effective and developmental swimming instruction to primary school children. The main aim is to enable children to reach the required National Curriculum standards by the end of Key Stage 2 in swimming.

## Swimming Teaching Programme

* Responsible for the delivery of high-quality swimming lessons to a wide variety of clients, as directed to meet the needs and demand of the service, in line with County Durham National Curriculum in Swimming targets.
* To teach swimming lessons in accordance with the timetable provided by Durham County Council.
* Willing to assist School Swimming Aquatics Development Manager in the implementation and delivery of the National Curriculum in swimming and other Swimming Programme initiatives
* Must be committed to continuous professional development.
* Provide appropriate support and guidance, using a wide variety of creative, innovative, fun and engaging teaching and learning methods.
* Responsible for the creation of National Curriculum schemes of work and lesson plans at Key Stage 1 & 2
* Be responsible for the implementation of National Curriculum in Swimming Key Stage 1 and 2 schemes of work and lesson plans.
* Have the ability to reflect and review a structured swimming lesson, in order to develop good practice and inform planning.
* Responsible for the assessment, monitoring and evaluation of pupil progress and attainment at Key Stage 1 & 2
* Ensure all registers, monitoring and assessment records are maintained, current and up to date and report to the County Durham School Swimming Aquatics Development Manager and Specialist PE Inspector.
* To carry out all duties and responsibilities safely in accordance with accepted and agreed Health and Safety requirements and any written, agreed policies and procedures.
* Have the ability to forge strong, positive working relationships with staff and pupils who use the swimming facilities at Seaview Primary School
* To give guidance and support to the school staff and to oversee them whilst they are on poolside when delivering the lesson programme, ensuring that they are aware of what developmental skills and swimming strokes that they should be teaching their group towards.
* Attend County Durham school swimming teachers’ training and development sessions, as required.
* To work alongside and team teach with School Swimming Teachers in school swimming pools, across the county, as and when required.
* To be an enthusiastic and positive role model to engage pupils and create a fun learning environment which motivates and encourages progression and attainment.
* To be responsible for, and promote through the lesson programme, the good conduct and safe use by all children whilst they are on the pool surround and in the water. This will also include rules that may be indicated within the pool Normal Operating Procedures.
* To be aware of children’s medical, social and psychological problems relating to swimming and to work with involved schools to integrate children with disabilities into the mainstream lesson programme wherever possible.
* To maintain and organise swimming lesson equipment prior to each session and to ensure that it is stored away safely at the end of each day.

**Administration Duties**

* To ensure all lesson information and registers are kept current and up to date
* Ensure all School Swimming lessons pupil progress information is accurate and up to date

## **Health and Safety**

* To take care of their own health and safety and of others who may be affected by their acts or admissions at work.
* Follow all policies and procedures in line with Durham County Council Health and Safety

### **Additional Information**

* The post holder is required to provide teaching cover for schools swimming programmes across County Durham if required, and to attend meetings and training as required.
* Any other duties commensurate with the post.

**9.** **COMMON DUTIES AND RESPONSIBILITIES:**

**9.1** **Quality Assurance**

To set, monitor and evaluate standards at individual, team performance and service quality so that the user and the Service’s requirements are met and that the highest standards are maintained.

To establish and monitor appropriate procedures to ensure that quality data are reported and used in decision making processes and to demonstrate through behaviour and actions a firm commitment to data security and confidentiality as appropriate.

**9.2** **Professional Practice**

To ensure that professional practice in the team is carried out to the highest standards and developed in line with the Service’s stated objectives of continual improvement in quality of its service to internal and external customers.

**9.3** **Health and Safety**

Manage health and safety in their area of responsibility in accordance with the relevant section(s) of the Corporate/Service Health and Safety Policy and to ensure that the Health and Safety policy, organisation arrangements and procedures as they relate to areas, activities and personnel under your control are understood, implemented and monitored.

**9.4** **Appraisal**

All members of staff will receive appraisals and it is the responsibility of each member of staff to follow guidance on the appraisal process.

**9.5** **Equality and Diversity**

As an organisation we are committed to promoting a just society that gives everyone an equal chance to learn, work and live free from discrimination and prejudice. To ensure our commitment is put into practice we have an equality policy which includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

**These policies apply to all employees of Durham County Council.**

**9.6** **Confidentiality**

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access, during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using Council information assets. The Council has a Personal Information Security Policy in place.

**9.7** **Induction**

The Council has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

June 2021