



SWIMMING TEACHERS

Role Profile

Port Regis is one of the top Prep Schools in the country with world class sports facilities. We are seeking to appoint qualified swimming teachers to join our team.

Remuneration and Benefits

The successful candidate can expect:

- Competitive rates of pay, pension and holiday benefits.
- An employee assistance programme with extensive support in relation to wellbeing and wellness, finance and legal, work and personal issues, as well as a wide range of rewards and discounts.
- Complimentary use of the School's staff gym and Sports Centre.
- Delicious meals in our Dining Hall when working during term time.
- To join a delightful team and exceptional working environment.

Hours of Work

We have hours available in the afternoons, evenings and weekends. Please specify your availability during these times in your covering letter/email.

Job Description

Reports to: Swimming Coordinator

Main Responsibilities

- To teach swimming lessons in accordance with Port Regis' Sports Centre policies and procedures.
- Ensure children are taught at a level that is appropriate to their age and ability.
- Undertake accurately any administration required of the post.
- Ensure standards of safety and customer care are adhered to as laid down in the Sport Centre's Swimming Lesson Procedure, Normal Operating Procedure and Emergency Action Plan.

General Duties

- Ensure that all equipment to be used during the lesson is ready before the start of the lesson.
- Undertake registers at the start of each session and advise the Swimming Coordinator of children not registered.
- Ensure you are up to date on any new teaching methodology as published by the Swimming Teaching Association and/or Amateur Swimming Association.
- To advise the Swimming Coordinator of any equipment required to assist in teaching of lessons.

- To assess children for grading of lessons as advised by the Swimming Coordinator. Ensuring children are placed in the correct lesson in relation to age and ability.
- Liaise with other teachers and parents as required.
- Comply with statutory requirements for example the Health and Safety at Work Act and the Data Protection Act and School policies and procedures in this regard.
- Safeguarding and compliance with our Child Protection & Safeguarding Policy and procedures.
- Maintain positive and effective communication with all members of the Port Regis community including pupils, staff, parents and Old Port Regians (OPRs); external users; the local community; and outside agencies.
- Ensure the reflection of Port Regis' values in all communications.
- Adhere to the school's policies as contained in the Staff Handbook.
- Undertake other such duties as may reasonably be required from time to time.

Person specification

Essential

- A commitment to promoting and safeguarding the welfare of children
- Swimming teacher qualification
- A kind, caring and cheerful nature
- Adaptable, flexible and calm under pressure

Equality, Diversity and Inclusion

Port Regis is committed to equality, diversity and inclusion. We encourage applications from a diverse range of suitably qualified candidates, including candidates wishing to work flexibly and requiring reasonable adjustments.

Application Procedure

If you feel you can meet the requirements of the post, I would be delighted to hear from you. Please send your CV, along with a covering letter/email, to our HR Manager, Mrs Geraldine White at hr@portregis.com or via post to Port Regis, Motcombe Park, Shaftesbury, Dorset SP7 9QA at your earliest convenience. Please read the Explanatory Notes and Child Protection Policy in conjunction with your application.

Kevin Binns
Bursar

Note: The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the school's Child Protection Policy at all times. If, in the course of carrying out the role, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the school's Designated Safeguarding Lead or to the Headmaster.