



# PORT · REGIS

## Swimming Teacher

Port Regis is one of the country's leading co-educational day and boarding schools for children aged two to thirteen. A school in which tradition and innovation have gone hand in hand for more than a century, we provide a thoughtful, rounded education that enables children to thrive. This education goes well beyond our beautiful buildings and outstanding facilities – it is rooted in our culture and values.

### Role Profile

We are seeking to appoint one or more swimming teachers to join our team and teach children's swimming lessons. We have a number of afternoon, evening and weekend hours available. Please specify your available days/hours of work in your covering letter. A swim teaching qualification is desired but not essential. We can arrange the relevant training for suitable candidates.

### Remuneration and Benefits

The successful candidate(s) can expect:

- Competitive salary, 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 during term time.
- To join a delightful team and exceptional working environment.

### Start Date

As soon as possible.

### 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 (we can arrange the relevant training to achieve this qualification for any suitable candidates)
- A kind, caring and cheerful nature
- Adaptable, flexible and calm under pressure

### **Application Procedure**

If you feel you can meet the requirements of the post, I would be delighted to hear from you. Please complete the application form linked with this advert and send it, along with a covering letter, to our Director of HR, Mrs Geraldine White at [hr@portregis.com](mailto:hr@portregis.com) or via post to Port Regis, Motcombe Park, Shaftesbury, Dorset SP7 9QA. Please contact the Director of HR (01747 857 802) with any queries about the role. **Early applications are encouraged.** Please read the Explanatory Note and Child Protection & Safeguarding Policy in conjunction with your application.

## 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 or requiring reasonable adjustments.

Titus Mills  
Headmaster

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 & Safeguarding 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.