



THE PERSE

SCHOOL

CAMBRIDGE



Swim Teacher

£25.74 per hour

CANDIDATE PACK



The School has recently opened a new sports centre and swimming pool within its Upper School site. The sports centre contains a 6 lane 25 metre swimming pool, a 5 badminton court sized sports hall, and a climbing and bouldering facility. Further information about the new building can be found here: [Home - The Perse Sports Centre](#)

The facility is used by Perse pupils during the school day and is open to the community during evenings and weekends.

The Perse School is one of the country's leading independent day schools and registered charity educating around 1750 children aged 3 – 18. We are a very successful and special school which is both innovative and traditional, ambitious and caring, industrious and fun.

Located in Cambridge, The Perse comprises three schools, the Upper, Prep and Pelican. Given the outstanding education offered, we are consistently over-subscribed and in strong financial health with an annual turnover of around £40 million. We regularly achieve some of the best public examination results and university application outcomes in the UK.

We strongly believe in public benefit and work with local and international communities including state schools, on a range of exciting projects. We strive for inclusivity and believe our school should be accessible to pupils irrespective of financial wealth. We are proud of our bursary scheme which provide this opportunity for many children.

Our aim is to be a leading employer of choice. This means we strive to be a school where staff say they are proud and excited to work, and feel valued, respected and motivated. As a community, we value one another and we each play our part in creating a caring and considerate environment.





Safeguarding

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Purpose

To assist the Sports Centre Manager in providing, maintaining and developing the service of a learn to swim programme in a safe teaching environment.

To provide all customers to the Sports Centre with a friendly and positive experience, through delivering effective swim teaching.

Reporting to

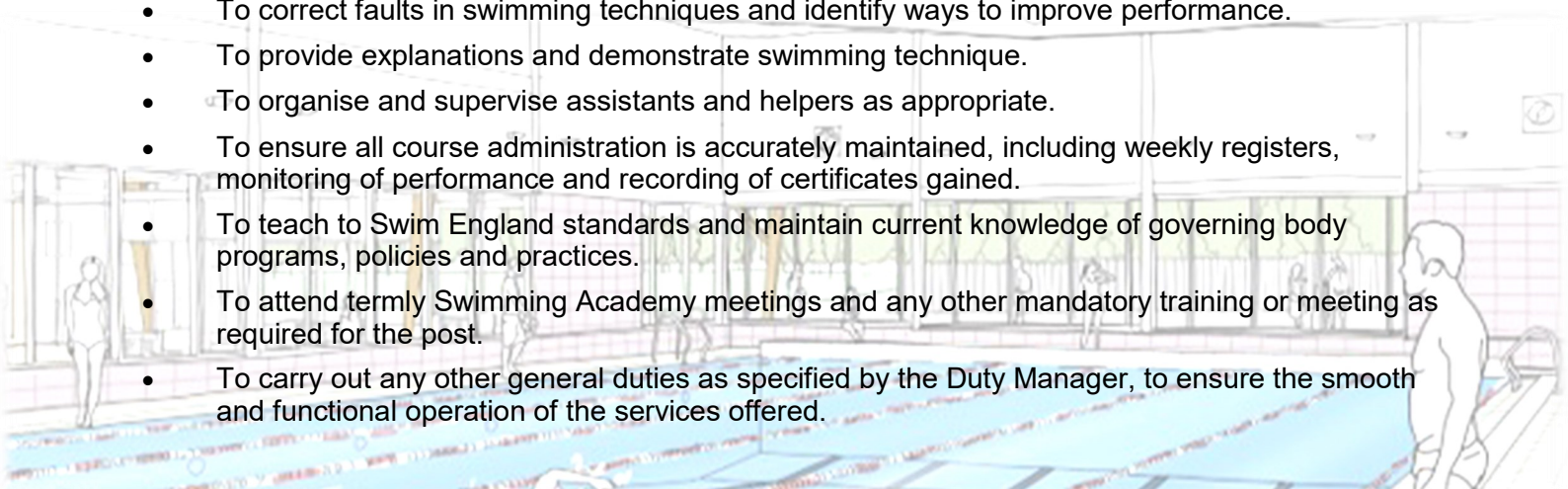
As a member of the support staff, your responsibility is to the Bursar, who delegates day-to-day responsibility for your line management to the Sports Centre Manager.

The Swim Teacher will be employed to deliver the commercial learn to swim programme only. Teachers within the Perse Sports Department will teach curriculum swimming to Perse pupils during the day.

Key Responsibilities

General Duties

- To deliver the highest possible standards in the teaching of swimming to students of all ages and skill level, ensuring the safety of the users and compliance with safety legislation and procedures.
- To undertake the instruction of swimming lessons.
- To monitor and maintain the safety and welfare of customers and staff and ensure the correct behaviour and usage of the Sports Centre facilities.
- To be proactive and supportive when dealing with Sports Centre customers, being vigilant of their needs and focused on service.
- To arrive in sufficient time to ensure equipment is prepared and lessons start promptly, putting away any equipment after use.
- To ensure that lessons follow the Swim England Learn to Swim Programme. To plan and deliver lessons ensuring adherence to the scheme of work and lesson plans appropriate to the level of swimmer.
- To present and conduct the lessons in an appropriate manner.
- To be a positive role model, creating a fun environment in which to motivate and encourage children to participate in swimming.
- To identify participants' abilities and encourage them to reach their full potential.
- To regularly assess each participants' ability and progress and keep accurate records using our teaching tablets.
- To correct faults in swimming techniques and identify ways to improve performance.
- To provide explanations and demonstrate swimming technique.
- To organise and supervise assistants and helpers as appropriate.
- To ensure all course administration is accurately maintained, including weekly registers, monitoring of performance and recording of certificates gained.
- To teach to Swim England standards and maintain current knowledge of governing body programs, policies and practices.
- To attend termly Swimming Academy meetings and any other mandatory training or meeting as required for the post.
- To carry out any other general duties as specified by the Duty Manager, to ensure the smooth and functional operation of the services offered.





Key Responsibilities

Health and Safety and Security

- To uphold the safety, security and welfare of yourself, school pupils, external users and your colleagues in accordance with all Sports Centre/School procedures and H&S legislation, and to raise any concerns regarding this issue with the Management Team.
- To ensure the Normal Operating Procedures (NOP) are followed and to comply with and implement the Emergency Action Plan (EAP).
- To adhere to the Perse Sports Centre policies and procedures.
- To report all faults, incidents, accidents and dangerous occurrences to the Management Team.
- To implement the fire evacuation procedures for the sports centre, ensuring an orderly and safe evacuation.

Customer Service

- To ensure customers always experience a high level of professional standards, contributing to the promotion of a positive image of the Sports Centre and the Perse School.
- To always display excellent customer service and an appreciation of customers' expectations.

Person Specification

Qualifications and Experience

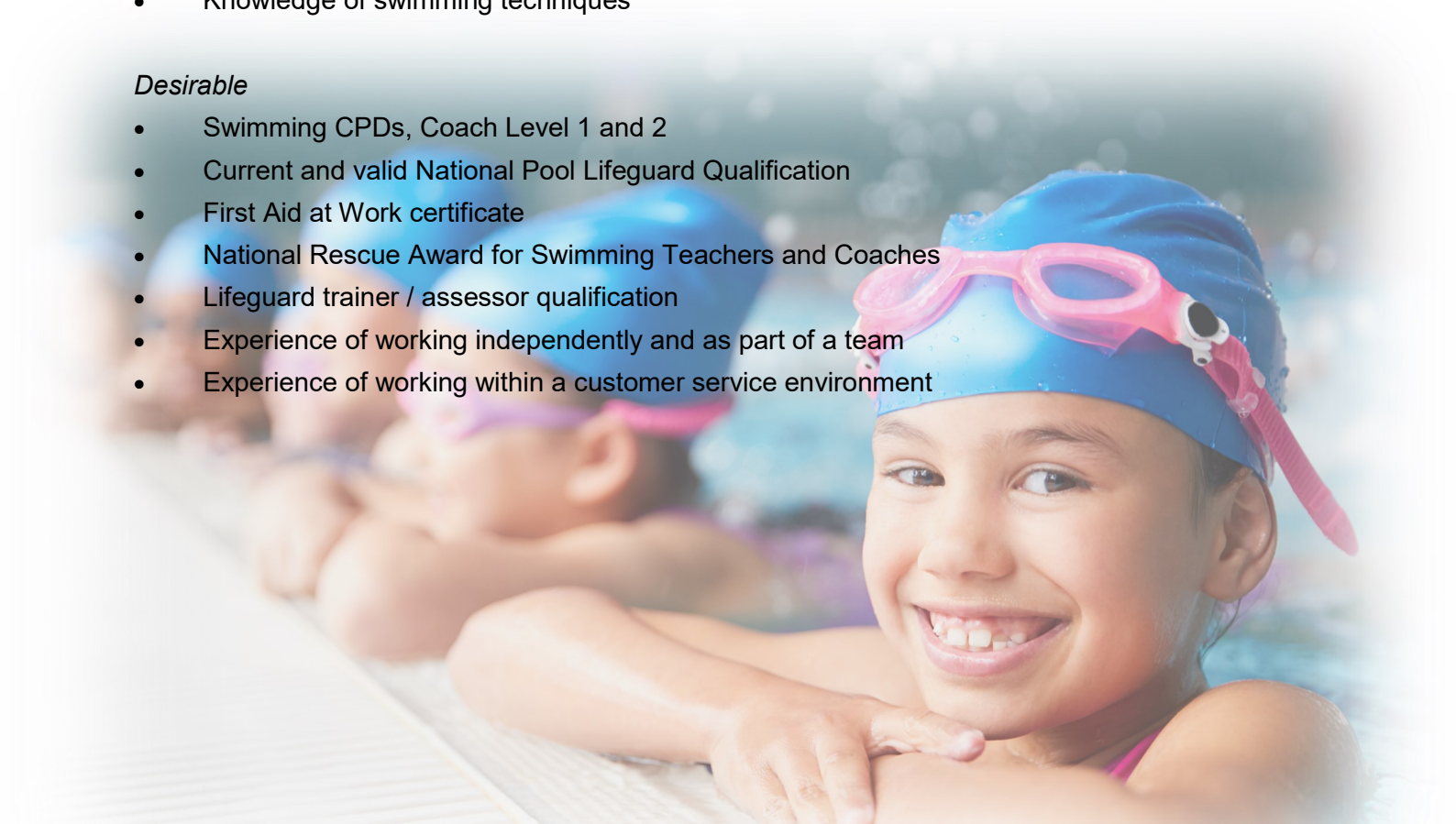
Essential

All Swimming Teachers must have achieved, as a minimum, one of the following qualifications:

- ASA / Swim England Level 2 Certificate in Swimming Teaching
- STA Level 2 Certificate in Swimming Teaching
- Previous experience in a similar role
- Knowledge of the Swim England learn to swim programme
- Experience of teaching pupils in groups of mixed ability and age
- Knowledge of swimming techniques

Desirable

- Swimming CPDs, Coach Level 1 and 2
- Current and valid National Pool Lifeguard Qualification
- First Aid at Work certificate
- National Rescue Award for Swimming Teachers and Coaches
- Lifeguard trainer / assessor qualification
- Experience of working independently and as part of a team
- Experience of working within a customer service environment





Skills and Attributes

Essential

- Ability to swim competently and confidently
- Ability to establish and maintain positive relationships and empathise with Swimmers of all abilities
- Self-motivation and personal drive
- Ability to deal with pupils and parents and their queries and concerns with tact and sensitivity
- Must be reliable and committed
- Ability to work positively within a team, working and supporting colleagues
- Excellent communication skills to liaise with a wide range of people
- Polite and helpful attitude
- An open, honest and confident personality
- Ability to work unsupervised and use own initiative
- Ability to react calmly and effectively in unexpected or emergency situations

Commitment to Safeguarding

All staff must understand their responsibilities to safeguard and promote the welfare of children and young people. This will include:

- Promoting and safeguarding the welfare of children and young people at all times, in line with the school's Safeguarding Policy, the Code of Conduct and the statutory guidance Keeping Children Safe in Education (KCSIE).
- Reporting any safeguarding concerns to the Designated Safeguarding Lead (DSL), or a Deputy DSL (DDSL), in line with school procedures.
- Undergoing required safeguarding training and remaining up to date with safeguarding policy updates in line with the timescales required.
- Exercising professional judgement when handling and sharing information and content, ensuring that no material compromises the safety, dignity or privacy of children or young people.

JOB SPECIFIC TERMS AND CONDITIONS

Working Hours

Monday and Friday	15:30 - 18:30
Wednesday	16:00 - 18:30
Saturday	09:00 - 12:00
Sunday	09:00 - 12:00

We are looking for cover and regular weekly swim teachers; as the learn to swim programme grows, we will be expanding the teaching hours.

Contract type - zero hours

Salary

The Swim Teacher will be paid **£25.74 per hour** (Inclusive of holiday pay).



TO APPLY

Candidates should complete the online application form available on the vacancies section of the School website: [Work With Us](#). Any queries regarding the application process should be directed to the HR team at recruitment@perse.co.uk

The closing date for applications is Friday **10th July at midday**. Early application is encouraged as we will review applications throughout the advertising period and reserve the right to close the advert early.

Safer Recruitment

The Perse School recognises that an important element in safeguarding our pupils is a robust recruitment process that incorporates measures to deter, reject or identify people who might abuse children, or who are otherwise unsuited to work with them. We are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post including: references from previous employers, a Disclosure and Barring Service check at the enhanced level, as well as eligibility to work in the UK (in compliance with UK immigration regulations). All work carried out at the School on a regular basis amounts to regulated activity. This role is also exempt from the Rehabilitation of Offenders Act 1974.

Safeguarding and promoting the welfare of children is everyone's responsibility. The School is committed to acting in the best interests of the child so as to safeguard and promote the welfare of children and young people. The School requires everyone who comes into contact with children and their families to share this commitment. Interviews will be conducted in person, and they will explore candidates' suitability to work with children.

Recruitment Policy

The School's Recruitment, Selection and Disclosure Policy and Procedure is available for your information on the School website.

The Perse School actively supports equality, diversity and inclusion and encourages applications from all sections of society.

