



# TONBRIDGE SCHOOL

## CASUAL SWIM INSTRUCTOR LEVEL 2 (From January 2022)



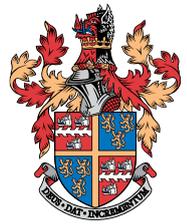
Tonbridge School is one of the leading boys' boarding schools in the country and is highly respected internationally.

The school aims to provide a caring and enlightened environment in which the talents of each individual flourish. We encourage boys to be creative, tolerant and to strive for academic, sporting and cultural excellence. Respect for tradition and an openness to innovation are equally valued.



A well-established house system at the heart of the school fosters a strong sense of belonging. Tonbridge seeks to celebrate its distinctive mixture of boarders and day boys; this helps to create a unique broadening and deepening of opportunity. We want boys to enjoy their time here, but also to be made aware of their social and moral responsibilities. Tonbridgians should enter into the adult world with the knowledge and self-belief to fulfil their own potential and to become leaders in their chosen field. Equally,

we hope to foster a life-long empathy for the needs and views of others; in the words of the great novelist and Old Tonbridgian E.M. Forster: 'Only Connect'.



## Tonbridge School

### JOB DESCRIPTION

<b>Job Title:</b>	<b>Casual Swim Instructor (Level 2)</b>
<b>Reporting to:</b>	<b>Swim Co-ordinator &amp; Courses Manager</b>
<b>Main Purpose:</b>	<b>To work as part of the Tonbridge School Centre team in delivering exceptional customer service, through instructing Swimming Lessons.</b>

### SUMMARY OF RESPONSIBILITIES AND DUTIES

- To plan and deliver Swim England accredited lessons in line with the Swim England Learn to Swim Programme.
- To assess all pupils at the commencement of each term.
- To plan and structure lessons in a way which is 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 Coordinator, Parents and/or pupils regarding progress and development, and provide feedback when requested.
- To report any incidents/issues to the Swim School Co-ordinator (and other members of operational staff at the Centre as appropriate).
- To ensure all swim activities are conducted in accordance with H&S and Child Protection policies as laid down by Tonbridge School and Tonbridge School Centre.
- To be familiar with and abide by the NOP (Normal Operating Procedures) and EAP (Emergency Action Plan) at Tonbridge School Centre.
- To liaise with the Swim School Co-ordinator to arrange cover for any planned absence.
- To wear correct uniform whilst on poolside (or 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 customer service standards 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 as sensitive and confidential materials are regularly handled in the Department. Information must not be communicated to other persons either in or outside the School except in the recognised course of their duties.



## **PERSON SPECIFICATION**

### **SKILLS & ABILITIES**

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

### **HOURS OF WORK**

Sundays 1.30pm – 3.00pm and /or Mondays 4.00-5.30pm term time.  
There may also be some additional cover/holiday work available.

### **EXPERIENCE**

- Essential : Experience of working as Swimming Instructor

### **QUALIFICATIONS**

- Swim England Level 2 Teaching
- NRASTC or First Aid desirable.

*Applicants without these qualifications will be considered for the post, but the appointment will be subject to successfully attaining these qualifications.*

### **REMUNERATION**

- £23.00 per hour (includes holiday pay)

*The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he or she is responsible, or with whom he or she comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy at all times. 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 any concerns to the School's Designated Safeguarding Lead or to the Headmaster.*



## Application Process

Tonbridge 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.

Recruitment related policies and an application form can be found at: <https://www.tonbridge-school.co.uk/about/employment-opportunities>

**Completed Application Forms to:**

**HR Department, Tonbridge School, Tonbridge, TN9 1JP**

**01732 365555**

[hrdept@tonbridge-school.org](mailto:hrdept@tonbridge-school.org)

**Closing date: 9<sup>th</sup> December 2021 at 5pm**

