

POSITION: Swimming Instructor
REPORTS TO: Aquatics Coordinator

External: We reserve the right to end the recruitment process once a suitable candidate is found.

PURPOSE

Swimming Instructors at Jakarta Intercultural School (JIS) support students in developing confidence, safety, and skill in the water through high-quality swim instruction. Under the guidance of the Aquatics Coordinator and in collaboration with Lead Swimming Instructors, swimming instructors deliver engaging and developmentally appropriate swim lessons to students across all grade levels. This role contributes to the physical education program and co-curricular swimming experiences at JIS, promoting lifelong fitness, water safety, and a positive attitude toward physical activity.

QUALIFICATIONS, EXPERIENCES & ATTRIBUTES

- Bachelor's degree in Physical Education or a related field preferred.
- Valid swimming instruction certification
- Current First Aid and CPR certification
- Experience teaching swimming to children and youth in a school or structured instructional setting
- Ability to deliver safe, inclusive, and engaging swim lessons across a range of skill levels
- Proficient English communication skills
- Strong interpersonal and organizational skills, with the ability to work collaboratively in a team environment
- Cultural sensitivity and the ability to work effectively in an international environment.
- Ability to work occasional weekends as required to support the aquatics program schedule.
- Commitment to child safeguarding, student well-being, and JIS values, including environmental stewardship and service learning.

DUTIES AND RESPONSIBILITIES

Instructional Delivery

- Deliver structured swim lessons aligned with the school curriculum.
- Work with small groups or individual students to support skill development, water safety, and confidence.
- Adapt teaching strategies to meet diverse student needs and learning levels.
- Prepare equipment and instructional spaces prior to class start time.
- Support the Lead Swimming Instructor in managing student engagement, transitions, and behavior.
- Actively develop the JIS Learning Dispositions—Resilience, Resourcefulness, Relating, and Reflecting—within students

Student Assessment and Reporting

- Assess student progress and prepare development reports.
- Monitor student data in collaboration with the Lead Swimming Instructor.
- Attend parent conferences to discuss students' progress and development.

Collaboration & Communication

- Attend team meetings with the Aquatics Coordinator and Lead Swimming Instructors to review lesson plans, logistics, and student needs.
- Maintain clear, respectful communication with colleagues, students, and families when appropriate.
- Participate in class and schoolwide events related to aquatics or physical education.
- Report student concerns, injuries, or behavioral issues to the Lead Swimming Instructor or Aquatics Coordinator in a timely manner.

Operational Support

- Maintain active supervision and vigilance at all times to ensure student safety in and around the pool
- Assist with supervision in change rooms and during transitions, in line with JIS child safeguarding protocols.
- Monitor equipment use and report any safety concerns or inventory needs to the Aquatics Coordinator.

Professional Growth

- Engage with the performance feedback process
- Participate in required training related to safety, safeguarding, and aquatics instruction.
- Pursue relevant professional development in aquatics instruction, safety, or physical education.

Additional Responsibilities

- Embrace the JIS Learning Dispositions of Resilience, Resourcefulness, Relating, and Reflectiveness.
- Perform other related duties and assume other responsibilities as assigned by the Aquatics Coordinator.

TO APPLY

Interested candidates should apply directly by email to recruitment@jisedu.or.id.

Please submit the following materials as separate PDF attachments in one email:

- Cover letter expressing interest in the position
- Current resume
- List of three to five professional references with name, phone number, and email address (references will not be contacted without the candidate's permission)

Safe Recruitment Statement

At Jakarta Intercultural School (JIS), we are committed to ensuring the safety and well-being of all our students. As part of this commitment, we have implemented rigorous recruitment policies and procedures designed to safeguard our students and uphold the highest standards of child protection.

Our recruitment process includes:

- Thorough verification of the identity and qualifications of all candidates.
- Obtaining and corroborating professional and character references.
- Performing comprehensive background checks in all countries of residence.
- Conducting a multi-stage interview process, including scenario-based questions to evaluate how candidates handle situations related to student safety and well-being.

Child Safeguarding Policy

JIS has a robust Child Safeguarding policy that seeks to protect our students, their families, and the entire JIS community. This policy ensures that all students have the right to protection and access to confidential support systems. As part of this policy, all community members with access to students must undergo annual child safeguarding training to stay informed and vigilant in protecting our students.

By maintaining these stringent recruitment practices, JIS ensures that our educational environment remains safe, nurturing, and conducive to the well-being and development of every student.