

**Title: Swimming Teacher & Swim Administrator**

**Hours: Mainly Evenings & Weekends – Negotiable**

**Full time hours a possibility.**

**Salary: Competitive**

**Reporting to: Swimming Co-ordinator**

**JOB PURPOSE**

Sandbach School runs the Learn to Swim programme under the “Sharkies” brand. All lessons run from Sandbach School, on Crewe Road, both after school during the week and at weekends.

We are looking for a number of swimming teachers to join our team who will be responsible for day-to-day teaching of our Learn to Swim program.

**JOB DESCRIPTION**

**Swim Teaching**

* Making sure the highest of level Health and Safety standards are adhered to at all times.
* Setting up for classes and putting equipment away after classes have finished.
* Following schemes of work and planned lessons ensuring adherence to the Learn to Swim framework.
* Provide clear instructions and accurate demonstrations throughout the lesson.
* Have full control of the class and surrounding areas at all times.
* Continually assess swimmers’ abilities and provide positive feedback.
* Undertaking appropriate administrative tasks as required.
* Attend swim teacher’s meetings as and when required.

**Swim Administration**

* To address and reply emails from parents regarding any issues within our booking system CoursePro (new swimmer enquiries, payments, errors, etc.)
* To prepare certificates and badges when requested by parents via email.
* To assist the Swim Coordinator with organizing rota, sort out cover when needed and payroll on a monthly basis.
* To assist with classes at the pool when the S.C. is not there. (handing out certificates to parents and taking payments, assisting with lessons as needed and any other issues that may arise)

**REQUIREMENTS**

* ASA/Swim England/STA Level 2 or equivalent qualification as well as a first aid certificate and/or teachers rescue test/NPLQ.
* Previous experience as a Level 2 swimming teacher.
* A good knowledge of the Learn to Swim teaching pathway along with a good technical knowledge of all swimming stokes.
* Be a good communicator and deliver lessons in an effective, energetic and enthusiastic manner.
* To be able to build up a strong trusting relationship with children and parents.
* Professional, punctual and reliable with flexibility to cover other lessons as required.
* Ability to work flexibly to meet the needs of the swimming lesson programme.

**BENEFITS**

* Small class sizes
* Contracted core hours
* Paid holiday
* Local benefits package
* Free on-site parking
* Continued on-going training

**OTHER**

* As an employee of this organisation you may be asked to carry out duties at any of its establishments, at any time throughout the duration of your contract.
* You will also be required to carry out any other duties which may reasonably be required of you.

*Sandbach School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to enhanced DBS disclosure and satisfactory references.*

**To apply for this post please visit the vacancies page on the School’s website:** [**www.sandbachschool.org**](http://www.sandbachschool.org)**, complete the attached application form and return with a covering letter to apisica@sandbachschool.org**

**Sandbach School, CREWE ROAD, SANDBACH, CW11 3NS.**