



The Blue Coat School

Founded by the Church of England in 1722

DIRECTOR OF SWIMMING



JOB DESCRIPTION - DIRECTOR OF SWIMMING

Core Purpose of Post

- To promote and safeguard the welfare of all children and young persons for whom the post holder has responsibility and with whom the post holder comes into contact.
- To maintain a high profile throughout the Blue Coat community, fostering key strategies to promote excellence in the quality of education provided, ensuring the smooth day-to-day running of the school, and working with the Headmaster and staff to enhance the standing of the school.

Professional Responsibilities

- Exercise loyalty to the Headmaster and to the School.
- Support and assist the Headmaster in providing a happy, secure, safe and stimulating environment in which children can develop to their full potential.
- Support the Headmaster in fostering parental involvement and in keeping parents informed of school policy, the curriculum and other matters of importance.
- Set and maintain high standards of work and teaching, as well as of personal and professional conduct, as guided by the *Department for Education: Teachers' Standards*.
- Comply with all regulatory requirements.
- Comply fully with the requirements as set out in the DfE document '*Keeping Children Safe in Education*' and those as set out in the HM Government document '*Working Together to Safeguard Children*' and any relevant supplementary guidance.
- Abide by the School's current systems and structures as outlined in policy documents including the First Aid and Health, Health and Safety and Safeguarding and Child Protection Policies, and take appropriate action in accordance with all such documents as and when necessary.
- Establish and maintain effective working relationships with colleagues and parents.
- Participate as required in meetings with colleagues and parents in respect of the duties and responsibilities of the post.
- Take responsibility for one's own professional development, attending INSET courses and other relevant courses whenever possible.
- Be punctual and adaptable, and dress in a smart but practical manner.
- Ensure that the principles for the Spiritual, Moral, Social and Cultural development of the children and the principles of the fundamental British Values are actively promoted.
- Support the Director of Sport in developing the swimming profile of the School.

Teaching and Learning Responsibilities

- Provide clear planning for lessons and for sequences of lessons that maintains pace, motivation and challenge, and oversee colleagues' planning, and monitor colleagues' planning.
- Use a variety of teaching styles, including differentiation by intent, and provide constructive feedback verbally to ensure the effective learning of whole classes, groups and individuals, establishing high expectations of behaviour and attainment.
- Monitor colleagues' teaching performance to ensure high expectations are set and met.

- Develop and implement session plans in line with school policies and procedures which ensure structured, high quality instruction, centred on the needs of the participants.
- Teach pupils of all abilities and help them to achieve the aims required by the Swim England standards and do so in a safe and encouraging manner, maintaining current knowledge of governing body programmes, policies and practices.
- Integrate Assessment for Learning (AfL) to inform planning and provide next steps targets for the children and ensure that accurate records of progress are made on a weekly basis in accordance with the school's policies and procedures
- Oversee the 'BCS Blue' for swimming and ensure that children are supported in meeting their individual targets.
- Alongside the Director of Sport, develop and identify a programme for the Performance Team Swimmers, incorporating all aspects of coaching in preparation for competitions.
- Alongside the Director of Sport, establish and develop a programme for high performance including training camps and entry to competition events.
- Be a positive role model to colleagues and pupils, creating an environment which encourages and inspires pupils to participate.
- Assist in setting up and putting away any equipment needed for lessons.
- Ensure that the specific needs of any swimmers are recorded and ensure that the relevant information is conveyed to other swimming teachers.
- Select and make good use of ICT skills to improve the outcomes for the children as appropriate.
- Provide reports on individual progress to colleagues, the Headmaster and parents as required.
- Oversee the maintenance and general orderliness of resources and the school environment especially in the Swimming Pool.
- Undertake any additional duties as may be required by the Director of Sport.

Other Responsibilities including Children's Wellbeing

- Organise and be responsible for galas both for the school and for local community schools (including after school and occasional weekend hours).
- Organise House competitions and support House events as required.
- Ensure that the NOP and EAP for the Swimming Pool are fully adopted by the swimming staff, liaising with the Director of Sport to ensure the safe operation for the swimming facility during school hours.
- Work effectively as part of the school's educational team providing support to colleagues where required. This may include occasional evening and weekend hours for events such as training or galas.
- Assist in ensuring that the children's dietary and medical requirements are adhered to.
- Assist with any reasonable request in connection with the day-to-day organisation of the School, including supervising children as required at break and lunch times, attending assemblies, Chapel Services, Open Mornings, Parents' Evenings and other whole school events as required.
- Develop a positive rapport with Governors, the Senior Leadership Team, staff and external contacts.

PERSON SPECIFICATION - DIRECTOR OF SWIMMING



Qualifications/Professional Development

- Swimming, Lifeguard and paediatric First Aid qualifications are essential.
- Specialist qualifications in other sports would be desirable
- Commitment to develop as a reflective practitioner and evidence of recent involvement in relevant professional development.

Knowledge and experience

- Extensive swimming coaching experience from beginners to advanced competitive level.
- Proven track record of ensuring progression in swimming and key skills from age 5 to 11, in line with Swim England requirements.
- Sound knowledge and understanding of a range of coaching techniques, and teaching and learning styles for pupils with a range of abilities and needs.
- Experience of taking the lead on Safeguarding, Health and Safety issues relevant to children aged 5-11.
- Competitive swimming experience to a high level is desirable.

Skills

- Ability to use variety of teaching methods, differentiating to meet all needs and to stretch the most able.
- Ability to plan lessons and squad practices which motivate and inspire pupils and take into account their development and progression.
- Excellent pupil management, with the ability to maintain a calm and safe pool environment.
- Excellent communication skills.
- Ability to lead and monitor the performance a team of staff and to show empathy when working with others.
- Ability to monitor the overall progress of pupils across each year group.
- Ability to complete administrative tasks accurately and to deliver to a deadline.
- Integrated and innovative approach to the use of ICT in teaching and administration.

Personal attributes

- Flexibility to work occasional weekend and after school hours to support with representation at galas and competitions.
- Infectious enthusiasm and passion for teaching.
- A professional manner and appearance.
- Friendly, warm personality with excellent inter-personal skills and the ability to work co-operatively.
- Clear communication skills, both oral and written.
- Ability to work independently and as a member of a year group team.
- Sympathy with the Christian ethos and activities of the school.
- Wholehearted commitment to the life of a vibrant school.

Original certificates will be required as proof of qualification. All other attributes will be assessed using the contents of the application form, at interview and with professional references. All members of staff are required to promote and safeguard the welfare of children they are responsible for, or come into contact with, and to adhere to, and ensure compliance with, the School's child protection procedures and staff guidance at all times. The School is an equal opportunities employer.



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