



SPECIAL NEEDS SWIMMING TEACHER /LIFEGUARD

Supporting Learning in classrooms and other environments

Band 7, SCP 11 – 17, dependant on experience.

Permanent position. Full time 35 hours per week.

Closing Date – 07/12/2020

Interview Date – 15/12/2020

In line with COVID 19 regulations

Please contact katy.whitehead@coopacademies.co.uk for an application pack or further information.

The following information is furnished to help Co-op Academy Trust staff and those people considering joining the Trust to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

- 1 Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job description.
- 2 Officers should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
- 3 The Academy is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to the Co-op Academy Trust Services.
- 4 The Academy is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

PRIME OBJECTIVES OF THE POST:

As a lead practitioner implement water skills and swimming sessions/ programmes with individuals/groups and classes. This will include:

- detailed and specialist knowledge in the areas of swimming teaching/water skills
- assisting teachers in planning to meet their needs when in the pool and in the classroom, lunchtimes, hygiene, feeding etc
- the management/preparation of resources for the pool /classes and ensure they are clean, tidy and ready for learning
- following policies and procedures to ensure that safety is your highest priority
- working alongside the curriculum and intervention teams to develop practice and outcomes
- providing support in addressing the needs of pupils who need particular help to overcome barriers to learning water skills and swimming (and when in the classroom/other learning environments) presented by their complex health and physical needs
- attending training for our school and specialist role and ensuring that it is kept up to date and relevant
- contributing to the Physical Development (PD) curriculum by teaching and assessing progress in water skills and swimming, in line with school policy and national accreditation
- reporting on the impact of the PE and sport grant as required
- leading swimming clubs for pupils and adults

FLUENCY DUTY

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role the post holder is required to meet the Intermediate Threshold Level

Intermediate Threshold Level

The post holder should demonstrate:

- They can express themselves fluently and spontaneously with minimal effort and,
- Only the requirement to explain difficult concepts may hinder a natural smooth flow of language.

When not leading pool sessions the post holder will work as an Special Needs Teaching Assistant (SNTA) at this level within classes/other learning environments.

SUPERVISORY/MANAGERIAL RESPONSIBILITIES:

Responsible for individual pupils and groups of pupils both within and outside school, and outside normal pupil hours, within the scope of the duties of the Special Needs Teaching Assistant and Swimming Teacher

To take delegated responsibility in the supervision of students on work experience, trainees, and voluntary helpers with whom the post holder is working.

To supervise the day to day running of the pool including some technical duties and be a lead member of the pool team.

To complete, follow and be passionate about safety training, particularly for water skills, swimming and pool safety

To keep the required National Pool Life Saving Qualification (NPLSQ) up to date, currently 20 hours over 2 years, every two years

To keep the required ASA level 2 STA Full Swim instructor qualification up to date

To undertake training as required for the role of SNTA (e.g feeding, hygiene , moving and handling, team teach etc)

To report any concerns or issues immediately

To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.

SUPERVISION AND GUIDANCE:

To work under the guidance of teaching/senior staff, in particular the headteacher, Acting Deputy Headteacher for Personal Care and Therapy Support and the lead teacher for PD.

Swimming and Life saving qualifications and refresher training and oversight to be given by recognised bodies e.g. ASA , NPLSQ, BMDC Pool team.

To attend school training and CPD for Leaders of Learning

RANGE OF DECISION MAKING:

To make decisions using initiative where appropriate within established working practices and procedures. The post holder will be the lead practitioner in providing water skills, swimming teaching for children at Co-op Academy Delius. As such the postholder, working in conjunction with the Acting Deputy Headteacher for Personal Care and Therapy Support, lead teacher for PD and health professionals will be able to advise other staff on aspects of good practice in this specialist area.

The postholder will be expected to use good common sense and initiative in all matters relating to:

- the safety, mobility, hygiene and well being of the pupils.
- the correct use and care of materials and specialist equipment and resources, by individual and small groups of pupils, and by staff
- the conduct and behaviour of individual and small groups of pupils
- in all learning environments
- particularly in the school pool

RESPONSIBILITY FOR ASSETS, MATERIALS ETC

To maintain the confidential nature of information relating to the school, its pupils, parents and carers. To have delegated responsibility for the care of all safety and teaching equipment and materials related to the school pool, in conjunction with other members of staff ; e.g. Business Manager, Pool Team. The provision, use and storage of safety and teaching equipment and materials in the school pool.

To maintain up-to-date records of all pupils' water and swimming skills, progress and attainment
To write pool Risk Assessments, and teaching plans for water skills and swimming
To support the development of moving and handling care plans for all relevant pupils for the pool .
To ensure all safety and some technical requirements for day to day running of the pool are met .
Liaise with the DHT for timetabling pool sessions and supervise the pool and related areas according to timetables and agreed lettings.
To liaise with the Business Manager/caretaker for any pool lettings .
To regularly and proactively feed back to the Business Manager, caretaker, Headteacher, Assistant Headteacher and lead for PD on any relevant issues that may require further attention or improvement.
To lead in the writing of evacuation plans for the pool.
To lead in the evaluation and review of all pool documentation e.g. Normal Pool Operating procedures ; Emergency Pool Operating Procedures and emergency evacuation of the pool
To order safety and teaching equipment for the pool.

CONTACTS:

Internal at all levels, Parents / Carers, Health, Governors, Community Groups, Children's Social Care, Local Authority, Contractors, other professionals and agencies

RANGE OF DUTIES:

1. SUPPORT FOR PUPILS
 - 1.1 Use specialist skills/training/experience to provide water skills and swimming
 - 1.2 Participate in comprehensive assessment of the above skills of pupils to determine those in need of particular help, using detailed knowledge and specialist skills to provide advice to other staff
 - 1.3 Support pupils consistently whilst recognising and responding to their individual needs, acting as a role model and setting high expectations
 - 1.4 Promote the inclusion and acceptance of all pupils within the classroom, learning environments and the pool, encouraging pupils to interact and work co-operatively with others
 - 1.5 Assist staff with the development and implementation of pupil's water skills and swimming skills and relate these to pupils Personalised Learning Goals (PLGs) where appropriate and cross curricular learning
 - 1.6 Promote independence and self-reliance
 - 1.8 Challenge and motivate pupils, rewarding achievement and promoting self-esteem
 - 1.9 Provide feedback to pupils in relation to progress and achievement
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1.10 To support lunchtime activities. To help children eat and drink, including assisted feeding and personal hygiene

2. SUPPORT FOR OTHER TEACHERS

- 2.1 Create and maintain a purposeful, orderly and productive working environment
- 2.2 Establish an appropriate learning environment to enable progress
- 2.3 Support the organisation and management of the pool environments and resources, ensuring timely and accurate preparation and use of specialist equipment/resources/materials
- 2.4 Work with other staff in planning, evaluating and adjusting learning activities as appropriate and lead on water skills and swimming
- 2.5 Monitor and evaluate pupils' responses and progress against water skills, swimming assessments and PLGs through observation and planned recording, providing objective and accurate feedback and reports as required. (Staff and pupil safety must not be compromised)
- 2.6 Support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement in water skills and swimming
- 2.7 Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own learning and behaviour
- 2.8 Liaise with feeder schools and other relevant bodies to gather pupil information
- 2.9 Promote and ensure the health and safety of pupils at all times.

3. SUPPORT FOR THE CURRICULUM

- 3.1 Implement agreed water skills and swimming programmes within agreed system of supervision, adjusting activities according to pupil responses/needs, ensuring access to learning and the whole range of curriculum activities for all pupils
- 3.2 Help pupils to access learning activities through agreed specialist support
- 3.3 Effectively to support and develop pupils' competence and independence in ICT
- 3.4 Advise on appropriate deployment and use of specialist aid/resources/equipment, supporting the management and maintenance of specialist equipment and resources
- 3.5 Assist in the development of water skills and swimming within the PD curriculum

4. SUPPORT FOR THE SCHOOL

- 4.1 Contribute to the overall ethos/work/aims of the school
 - 4.2 Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person. To safeguard children and adults, and implement the Safeguarding and Child Protection Policy. Read, understand and follow at least Part 1 of the current statutory guidance in Keeping children safe in education. Undertake the Prevent Duty to safeguard pupils and adults from extremism. Understand their statutory duty to report safeguarding concerns. Maintain their Position of Trust and not have sexual relations with pupils (Sexual Offences Act 2003) or any other inappropriate relationship with pupils.
 - 4.3 Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
 - 4.4 Establish constructive relationships and communicate with other agencies/professionals to support achievement and progress of pupils
 - 4.5 Take the initiative as appropriate to support multi-agency approaches to supporting pupils.
 - 4.6 Recognise own strengths and areas of specialist expertise, to advise/ support others
 - 4.7 Lead training for other staff in water skills and swimming and participate in training and other learning activities as required, including care and control (Team Teach)
 - 4.8 Assist in the supervision, mentoring, training and development of staff
 - 4.9 Attend and participate in regular meetings
 - 4.10 Deliver out of school hours water skills and swimming activities within the schools' guidelines e.g. for lettings of the pool, being flexible and able to attend evenings and weekends if required.
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- 4.11 To support, uphold and contribute to the development of the Council's Equal Rights policies and practices in respect of both employment issues and delivery of services to the community and promote British Values.
- 4.12 May be required to undertake other duties commensurate with the grade and level of responsibilities as defined in this job description
- 4.13 Will be required to work with pupils of any age and Special Educational Need or Disability (SEND) within the range of the school
- 4.14 Role model the highest standards

Signature of post holder _____

Signature of headteacher _____

Date job description agreed and signed _____



PERSONNEL SPECIFICATION – Band 7 depending upon experience

Post Title: SPECIAL NEEDS SWIMMING TEACHER /lifeguard
Supporting Learning in classrooms and other environments

The Academy is an Equal Opportunities Employer and requires its employees to carry out its policies concerning racial and sex equality and the rights of people with disabilities both in terms of equal opportunity for employment and access to the Co-op Academy Trust. Job Share applicants welcome for all full-time posts unless otherwise stated in the advertisement

We are committed to making reasonable adjustments to the job role and working environment so that disabled people have access to job opportunities or current employees can continue at work should they develop a disabling condition.

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	<p><i>Minimum 1 years' experience in the following *</i></p> <ul style="list-style-type: none"> ● Experience of working with pupils of relevant age, assisting in their development. * ● Experience of working with pupils with special educational needs, including complex health and physical needs and relevant medical interventions. * ● Successful experience of experience of working with children in a pool as part of your working role* ● A passion and awareness for swimming and legal swim requirements ● Ability to work from instruction effectively and safely with minimal supervision ● A flexible attitude to working patterns ● Experience of working as part of a team ● Experience of /willingness to train in Moving and Handling Pupils and TEAM TEACH ● Experience of/willingness to train in communication approaches to access the curriculum 	<ul style="list-style-type: none"> ● Experience of working with children who have complex health and physical needs in other than a school environment. ● Experience of working in another setting as a swimming instructor/life guard ● Experience of providing physiotherapy programmes for children /adults 	Application form & Selection process

QUALIFICATIONS	<ul style="list-style-type: none"> • An up to date ASA Level 2 /STA Full Swim Instructor Qualification OR a willingness and ability to complete training/and to update as required • An up to date National Pool Lifeguard Qualification which must be adequately maintained at all times to be able to carry out the role (e.g. STA Pool emergency Procedures/NARS to maintain staff training hours and renewals) and to update as required OR a willingness and ability to complete training/an update as required • NVQ 2 for Teaching Assistants or equivalent qualification or experience • GCSE English and Maths or equivalent e.g. Adult Literacy/Numeracy at level 1 	<ul style="list-style-type: none"> • Qualifications relating to post e.g. health, children, practical skill, musical qualifications etc, ICT. • First Aid qualification • Higher education 	Application form & Selection process. Certificates.
TRAINING	<ul style="list-style-type: none"> • Willingness to participate in development and training opportunities across all learning, care and safety for across school work • Training or willingness to undertake training in complex health and physical needs, medical interventions, specialist feeding and hygiene for pupils • Evidence of previous personal development • Training or willingness to train, in Safeguarding Children (Child Protection). including at least Part 1 of the current statutory guidance in Keeping children safe in education • Training, or willingness to train in care and control and positive behaviour management (Team Teach) • Trained or willingness to train in Moving and Handling • Trained or willingness to train in Hydrotherapy 	<ul style="list-style-type: none"> • Health and Safety training as appropriate. • Willingness to train as a Key Trainer for Moving and Handling pupils 	Application form & Selection process
SPECIAL KNOWLEDGE	<ul style="list-style-type: none"> • Water skills for children • Pool safety and pool emergency rescue • Ensure that the pool area is safe at all times (for example considering temperature, equipment, obstacles, number of participants etc) and if necessary reinforce pool regulations with members in 	<ul style="list-style-type: none"> • Knowledge or willingness to gain knowledge in teaching swimming to children • Knowledge or willingness to learn about legal requirements for pool use /swimming • Knowledge of school procedures. • Working knowledge of national/foundation stage 	Application form & Selection process

	<p>order to further maintain their own and others' safety</p> <ul style="list-style-type: none"> ● An understanding of the needs of a multicultural society ● An understanding of the issues relating to pupils who have special educational needs, including complex health needs ● Understanding of principles of child development and learning processes as appropriate ● Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation ● Knowledge of Health and Safety requirements ● Knowledge of Care and Control (Team Teach) and positive behaviour management 	<p>curriculum and other relevant learning programmes/strategies.</p> <ul style="list-style-type: none"> ● 	
<p>EQUALITY</p>	<ul style="list-style-type: none"> ● Candidates should indicate an acceptance of and commitment to the principles underlying the Academy's Equal Rights policies and practices and promote Fundamental British Values ● To safeguard children and adults and implement the Child Protection and Safeguarding Policy ● Read, understand and follow at least Part 1 of the current statutory guidance in Keeping children safe in education. Undertake the Prevent Duty to safeguard children and adults from extremism ● Understand their duty to report safeguarding concerns. Maintain their Position of Trust and not have sexual relations with pupils (Sexual Offences Act 2003) or any other inappropriate relationships with pupils 		<p>Selection process</p>



<p>DISPOSITION - ADJUSTMENT/ ATTITUDE</p>	<ul style="list-style-type: none"> ● Ability to relate well to pupils and adults ● Ability to work constructively as part of a team ● Ability to remain calm under pressure, able to prioritise conflicting demands and pressures ● Calm in a medical emergency ● Demonstrate good co-operative, interpersonal and listening skills ● Demonstrate a commitment to working with across the age range of the school ● Good sense of humour ● Flexibility and willingness to accept change ● Willingness to share knowledge, expertise and experience ● Willingness to lead training for other staff, where postholder has relevant accreditation / qualifications ● Ability to self-evaluate learning needs and actively seek learning opportunities ● Ability to work proactively and independently ● Approachable, courteous and able to present a positive image of the school ● Maintain confidentiality in matters relating to the school, its pupils, parents and carers 		<p>Selection process</p>
<p>PRACTICAL & INTELLECTUAL SKILLS</p>	<ul style="list-style-type: none"> ● Good numeracy/literacy skills ● Ability to use relevant equipment / technology / resources ● Ability to use ICT effectively in relation to the post ● Good organisational and personal time management skills ● Ability to assess progress and achievement and provide feedback on pupils learning and report to colleagues, professionals and parents ● Ability to undertake risk assessments relevant to the post ● Ability to maintain up-to-date records, prepared in conjunction with other professionals of all water skills/swimming sessions and assessments and 	<ul style="list-style-type: none"> ● Ability to read/write/speak a community/foreign language 	<p>Application form & Selection process</p>

	associated safety documentation		
CIRCUMSTANCES - PERSONAL	<ul style="list-style-type: none"> • Will not require holiday leave in term time • Must be legally entitled to work in the UK • No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (CRB check required as appropriate.) • Must be flexible in their working patterns 	<ul style="list-style-type: none"> • If driving is required – must be licensed and appropriately insured (e.g. business use) 	<p>Selection process.</p> <p>Sight of appropriate documentation as specified in interview letter</p>
PHYSICAL/SENSORY	<ul style="list-style-type: none"> • Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Disability Discrimination Act 1995 • Ability to cope with requirements of the post, which will include working with pupils who have physical difficulties, and may include pupils who have emotional and behavioural difficulties • For posts working with pupils who have physical difficulties, it is an unavoidable core component of the job for the postholder to be capable of moving and handling pupils within school policies and practices, and to lead water skills /swimming in a and out of the water • For this post it is an unavoidable core component of the job for the postholder to be willing and capable of meeting the hygiene and personal care needs of pupils within school policies and practices. The Royal College of Nursing advisory list of procedures which may be taught and delegated to non-health qualified staff (agreed June 2005) is adopted for this purpose. 		<p>Selection process.</p>