



## **PIRANHAS MANAGER/SWIMMING TEACHER**

### **JOB DESCRIPTION**

**Responsible to:** Head of Swimming

#### **Position Summary:**

The Piranhas Manager/Swimming Teacher will be responsible for the administration and management of the extracurricular swimming lessons, including marketing and developing these lessons to ensure the safety of pupils in the pool area. They will also contribute to safeguarding and promoting the welfare and personal care of children and young people. They will manage and lead the swimming teachers within the Piranhas Swimming Team as part of their duties.

**Hours of work:** Wednesday 3.30 pm – 7.30 pm  
Saturday 7.45 pm – 1.15 pm.  
10.5 hours per week

**Contract type:** Permanent, term time

#### **Duties and responsibilities:**

- Manage the extra-curricular swimming at St Piran's to include the Piranhas swimming as well as the swimming for pupils at the School
- Provide all necessary paperwork, registers, syllabus, and schemes of work as required for each new term. Plan dates, including term time and holiday dates, and liaise with the Head of Swimming and Centre Manager over the availability of pool space and teachers
- Ensure all staff attend termly training and their training records are kept up to date
- Prepare class lists which include the level each child is working towards. All awards gained by the children must be recorded digitally, and the certificate written
- Manage and coordinate the certificates and badges for all swimming pupils at the School. Carry out stock takes of badges and certificates and order as required
- Manage new and existing customers on a regular basis, ensuring all the paperwork is completed
- Manage communication and be the first point of call for parent questions regarding the swimming lessons and Piranhas Class Manager portal
- Ensure smooth running of lessons on a day-to-day basis by liaising with parents, children, teachers, and the Head of Swimming
- Process all payments and chase any overdue payments as necessary
- Ensure all staff have seen, signed and understand the Pool Safety Operating Procedures (PSOPS)
- Develop and reflect on practices used for registers and levels recording and aid the implementation of a more efficient system
- Give guidance to all pool users on hygiene requirements and routines

- Review and revise the formal risk assessment annually or following an incident with the Head of Swimming
- Ensure visual risk assessments are undertaken prior to each session and seek a verbal update from other teachers and school staff on pupils prior to swimming sessions

### **Person Specification and Qualifications**

- Qualified Swimming Teacher ASA / Swim England Level 2 Certificate in Swimming Teaching
  - STA Level 2 Certificate in Swimming Teaching
  - National Rescue Test for Swimming Teachers and Coaches (NRASTC)
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### **Desirable:**

- National Pool Lifeguard (NPLQ)

### **Person Specification**

#### **Essential:**

- The ability to be flexible and adapt to different situations
- Knowledge of child protection guidelines and procedures. Be aware of your responsibility for personal Health, Safety, and Welfare and that of others affected by your actions or inactions.
- An effective communicator with pupils, parents, and colleagues
- The ability to organise and manage the extra-curricular swimming programme
- Proficient in all Microsoft packages and other additional swimming software

#### **Desirable**

- Experience in teaching children to swim
- Be sympathetic to the Christian ethos of the School.