



PORT · REGIS

Swimming Teacher

Port Regis is one of the country's leading co-educational day and boarding schools for children aged two to thirteen. A school in which tradition and innovation have gone hand in hand for more than a century, we provide a thoughtful, rounded education that enables children to thrive. This education goes well beyond our beautiful buildings and outstanding facilities – it is rooted in our culture and values.

Role Profile

We are seeking to appoint one or more swimming teachers to join our team and teach children's swimming lessons. We have the following hours available during state school term time:

Tuesdays – 16.00 to 18.30

Friday – 16.30 to 18.30

Saturday – 09.00 to 12.00

Please specify your available days/hours of work in your covering letter. A swim teaching qualification is desired but not essential. We can arrange the relevant training for suitable candidates.

Remuneration and Benefits

The successful candidate(s) can expect:

- Competitive salary, pension and holiday benefits.
- Complimentary use of the School's staff gym and Sports Centre.
- Delicious meals in our Dining Hall during term time during working hours.
- To join a delightful team and exceptional working environment.

Start Date

As soon as possible.

Job Description

Reports to: Head of Swimming

Main Responsibilities

- To teach swimming lessons in accordance with Port Regis' Sports Centre policies and procedures.
- Ensure children are taught at a level that is appropriate to their age and ability.
- Undertake accurately any administration required of the post.

- Ensure standards of safety and customer care are adhered to as laid down in the Sport Centre's Swimming Lesson Procedure, Normal Operating Procedure and Emergency Action Plan.

General Duties

- Ensure that all equipment to be used during the lesson is ready before the start of the lesson.
- Undertake registers at the start of each session and advise the Swimming Coordinator of children not registered.
- Ensure you are up to date on any new teaching methodology as published by the Swimming Teaching Association and/or Amateur Swimming Association.
- To advise the Swimming Coordinator of any equipment required to assist in teaching of lessons.
- To assess children for grading of lessons as advised by the Swimming Coordinator. Ensuring children are placed in the correct lesson in relation to age and ability.
- Liaise with other teachers and parents as required.
- Comply with statutory requirements for example the Health and Safety at Work Act and the Data Protection Act and School policies and procedures in this regard.
- Safeguarding and compliance with our Child Protection & Safeguarding Policy and procedures.
- Maintain positive and effective communication with all members of the Port Regis community including pupils, staff, parents and Old Port Regians (OPRs); external users; the local community; and outside agencies.
- Ensure the reflection of Port Regis' values in all communications.
- Adhere to the school's policies as contained in the Staff Handbook and iAMCompliant.
- Undertake other such duties as may reasonably be required from time to time.

Person specification

Essential

- A commitment to promoting and safeguarding the welfare of children
- Swimming teacher qualification (we can arrange the relevant training to achieve this qualification for any suitable candidates)
- A kind, caring and cheerful nature
- Adaptable, flexible and calm under pressure

Desired

- Level 1 or 2 swim teaching qualification.

Application Procedure

If you feel you can meet the requirements of the post, I would be delighted to hear from you. Please complete the application form linked with this advert and send it, along with a covering letter, to our Director of HR, Mrs Geraldine White at hr@portregis.com or via post to Port Regis, Motcombe Park, Shaftesbury, Dorset SP7 9QA **on or before 08.30 on 6 February 2025**. Please contact the Director of HR (01747 857 802) with any queries about the role. **Early applications are encouraged**. Please read the Safer Recruitment Pack and Child Protection & Safeguarding Policy in conjunction with your application.

Diversity and Inclusion

Port Regis is committed to equality, diversity and inclusion. We encourage applications from a diverse range of suitably qualified candidates, including candidates wishing to work flexibly or requiring reasonable adjustments.

Safeguarding and safer recruitment

Port Regis is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

Titus Mills
Headmaster