

Job Description

Job Title:	Swimming Teacher
Reports To:	Assistant Manager – Pool
Responsible for:	No posts
Working Time:	Wednesdays 1645-1845 and/or Saturdays 0830-1130
Purpose of Job:	Teaching swimming to pupils that attend Royal Russell Swim School

To deliver high quality swimming teaching to pupils required by the school in line with the scheme of work, and to external Schools through the School's lettings programme.

Main Duties and responsibilities:

- Plan and deliver safe, engaging, and structured swimming lessons for children of varying ages and abilities.
- Assist with pool team with the setting up and setting down of the pool hall for lessons including lane ropes, standing blocks and teaching equipment.
- Teach water confidence, aquatic skills, and stroke development in accordance with the swim school's curriculum and progression framework.
- Assess and monitor each child's progress, providing constructive feedback and identifying areas for improvement.
- Adapt teaching methods and lesson content to meet the individual needs and learning styles of participants.
- Maintain a positive, encouraging, and inclusive learning environment that promotes confidence and enjoyment in the water.
- Ensure the safety and wellbeing of all participants by following pool operating procedures, health and safety regulations, and safeguarding policies.
- Conduct regular headcounts and maintain constant supervision of swimmers during lessons.
- Communicate effectively with parents, guardians, and colleagues regarding participant progress, achievements, and any concerns.
- Prepare and maintain lesson equipment, ensuring it is used safely and stored appropriately after sessions.
- Respond appropriately to emergencies and incidents, following established emergency action plans and procedures.
- Keep accurate attendance records, progress reports, and other required documentation.
- Attend staff meetings, training sessions, and continuing professional development activities as required.
- To bring any concerns about a pupil to the attention of the Commercial Manager.

General Responsibilities:

- Ensures the safety and well-being of children and young people at the school by adhering to and complying with the School's Safeguarding and Child Protection Policy at all times.
- Attends Royal Russell Day and Open Day as required.
- Displays correct staff identification at all times whilst on site.
- Attends training and staff INSET sessions organised by the school to provide a consistent approach across the entire School staff population.
- Adheres at all times to Health & Safety legislation, and all departmental policies and procedures, to ensure the safety of you and colleagues as well as pupils, staff and visitors.
- Carries out any other reasonable duties as requested by the headmaster.

I acknowledge receipt of this job description dated June 2026 and agree to undertake the duties and responsibilities contained within it. I understand and accept that the contents of this job description may be varied at a later date to include other responsibilities of an equivalent level in line with my qualifications, skills and experience.

Signed:

Dated:

June 2026

Person Specification – Swimming Teacher

The person specification focuses on the range of criteria required to undertake the role effectively. Candidates will be assessed from their Application Form and personal statement (A), interview (I) and by an exercise (E), Task (T) or Lesson Observation (L) as appropriate.

Criteria	Essential	Desirable	Measured by/evidence
Education and Qualifications	• ASA Level 2 Swimming Teachers Award • STA Level 2 Award • A commitment to continuing professional development	• NPLQ Award • ASA Coaching Level 1 – 2 • FAAW • National Teachers Rescue Test • STA Level 2 Certificate	
Knowledge and skills	• A good understanding of the subject matter and the latest developments in the teaching of swimming • Conveys enthusiasm, energy and passion for sport, able to inspire students with a love of swimming • Aware of and uses innovative teaching strategies that raise attainment • Possesses high level communication skills for dealing with pupils, parents and staff • Able to create a stimulating and enthusiastic learning environment • Able to implement strategies that encourage high standards of effort in sport irrespective of individual pupils abilities • Able to implement strategies that encourage high standards of effort in sport irrespective of individual pupils abilities • Use a range of motivational strategies for each individual pupil • Encourages and praises achievement and success • Able to plan and implement activities that meet the needs of all pupils • Able to work from own initiative as well as responding to ideas and requests from colleagues and line managers • An understanding of child protection and safeguarding • Excellent organisational skills • Ability to work collaboratively in a team		
Experience	• Experience of working in a School environment • Ability to teach swimming across a range of ages and abilities	• Previous experience within the independent sector • Coached and or competed at a high level	
Personal competencies and qualities	• Ability to communicate succinctly, effectively and attractively both orally and in writing, using appropriate language • Friendly and approachable with a can-do		

	mind-set • Ability to inform and influence with strong and persuasive interpersonal skills • Tact, sensitivity and the ability to handle confidential material with discretion • High degree of personal motivation, initiative, energy, creativity and drive • Ability to build effective working relationships with parents and staff • Ability to work on own initiative, plan, prioritise, coordinate and lead • Strong customer service skills with an excellent telephone manner • Able to remain calm and professional in all situations • Able to take ownership of a task and see it through to completion		
Other requirements	• Commitment to promote and safeguard the welfare of children, young persons and vulnerable adults • Empathy with the ethos and aims of Royal Russell School		

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