



Appointment of  
**Swimming Teacher**

Zero-hour contract  
Information for Applicants





# About The Role

Alleyn's Swim School are seeking to appoint a zero-hour Swimming Teacher to start as soon as possible. We are looking for passionate, enthusiastic and organised swimming teachers to join our learn to swim programme, delivered at Alleyn's School. Your primary role will be to teach children from 5yrs + and abilities to develop swimming skills, technique, and confidence in the water.

## Aims of the Role are:

- Plan and deliver sessions appropriate to the level of swimmer.
- Ensure safe provision of all equipment and ensure it is used correctly.
- Make sure safety standards are followed in sessions .
- Identify participants' abilities and encourage them to reach their full potential.
- Provide explanations and demonstrate swimming techniques.
- Correct faults in swimming techniques and identify ways to improve performance.
- To be a positive role model, creating a positive and fun environment in which to motivate and encourage children and adults to participate in swimming.
- Set ground rules for each session.
- Evaluate sessions and give feedback.
- Regularly assess each participant's ability and progress .
- Attend regular meetings with the Coordinator or Sports Facilities Manager as and when necessary.
- Agree to abide by a code of conduct and carry out duties in accordance with Alleyn's School and site policies, including equal opportunities, safeguarding children, health, and safety at work, etc.

## General:

- Be aware of and work in accordance with the School's Health & Safety Policy.
- In conjunction with all staff of the School, support, promote and act within the School's policies and practices about Data Protection.
- Promote the School's eco-agenda and ensure all work is carried out with a view to reducing waste and protecting our environment.
- Ensure the safety and well-being of all pupils by implementing and adhering to health & safety Safeguarding policies and procedures.

Undertake any additional duties, as directed by the Commercial Sports Manager and Sports Facilities Lead, which are within the reasonable capability and responsibility of the Swimming Teacher.

## Line Management:

The Swimming Teacher is supervised on a day-to-day basis by the Commercial Sports Manager. The role holder will also have free access to the Chief Operating Officer who is ultimately responsible for Operational Staff.

Our Values (the Alleyn's ROCCCK!)

Respect  
Opportunity  
Curiosity  
Courage  
Kindness

# Person Specification

The candidate will be enthusiastic, patient, and have a positive attitude towards swimming as well as be a good communicator. The role holder will have the ability to inspire confidence and motivate swimmers. The table below sets out the requirements and qualifications for the role.

<b>Experience/Education</b>	Minimum 6 months experience of working in a pool environment and teaching swimming to a wide range of ages and abilities. The candidate will hold an NPLQ (National pool Lifeguard Qualification), an ASA/STA Level 2 Swim Teaching/coaching qualification and/or an NRASTC National Rescue award for swimming teachers and instructors. Ideally candidates will also have experience of working in a school or working with children.
<b>Physical Attributes</b>	A good level of fitness allowing the person to move freely throughout much of their work.
<b>ICT</b>	Basic knowledge of administrative ICT.
<b>CPD</b>	Willingness to learn new skills and develop.
<b>Managing Relationships</b>	Ability to assist and work well with colleagues and students.
<b>Ability to work with Children</b>	Able to regularly coach and advise children, encourage them and put them at ease.
<b>1:1 Oral Communication Skills</b>	Ability to communicate professionally in spoken English.
<b>Group Oral Communication Skills</b>	Ability to communicate basic information to a group of people.
<b>Written Communication Skills</b>	Ability to draft e-mails, letters etc to a basic standard.
<b>Organisational Skills</b>	Well-organised, person responsible for the implementation, development, and organisation of swimming classes. Ability to follow general instructions (working closely with a manager/supervisor) and able to organise/prioritise work on a day-to-day basis.
<b>Time keeping &amp; Flexibility</b>	Ability to be punctual and reliable, and occasionally adapt working hours to suit the needs of the School.
<b>Enthusiasm/Motivation</b>	Enthusiastic and self-motivated, actively seeking to further the School's best interests.
<b>Awareness of whole-School Activity</b>	Awareness of activities taking place both within the Department and across the School.
<b>Confidentiality &amp; Discretion</b>	An awareness that the role holder's position regularly gives them access to information which cannot be shared externally or internally and an understanding of the importance of safeguarding data.
<b>Analytical/Judgement skills</b>	Ability to analyse data or use own judgement to determine the correct course of action.
<b>Problem Solving Skills</b>	Ability to solve problems that may significantly impact on others.





# Working at Alleyn's

## Terms and Conditions

The Swimming Teacher role is available on a zero-hour basis. The salary will be £25 per hour and will be paid monthly.

The School offers additional benefits to its staff, including the use of the School swimming pool and gym, subsidised yoga and Pilates classes, a holiday purchase scheme, access to the library, free tickets to School performances, and the opportunity to join one of two private healthcare plans. Staff also enjoy discounts with local businesses and may use holiday sports camps for the children of staff at a preferential rate.

The role holder will have access to, and may be automatically enrolled into, the School's Group Personal Pension Plan. This plan may involve contributions being made via salary sacrifice based on matching 5% contributions from the employer and employee and is currently run through Legal & General.

On completion of the required recruitment checks, the post would be available to the successful candidate on with immediate effect or at the completion of their due term of notice.

## Commitment to Safeguarding

We are fully committed to providing a safe environment for children, staff and visitors.

We promote a climate where anyone in the community can freely share their concerns about themselves, or others, in terms of individual safety and well-being.

We protect the interests of the children at Alleyn's through awareness among all members of staff of the kinds of issues of abuse, maltreatment and neglect that would impair a pupil's health or development.

In this way, Alleyn's supports its pupils' development by fostering security, confidence and independence.

We provide an environment in which children and young people feel safe, secure, valued and respected, and know how to approach adults if they or those whom they know are in difficulties, with the assurance that they will be listened to.

Everyone in the staff community at Alleyn's takes responsibility for safeguarding, and we always aim to act in the best interests of the child.







# Arrangements for the Appointment

## Applications

The application form can be downloaded from our website, [www.alleyns.org.uk/jobs](http://www.alleyns.org.uk/jobs).

Candidates should complete all sections of the form and submit it together with a completed Equal Opportunities Monitoring Form, full CV and covering letter.

Please address your covering letter to the Commercial Sports Manager, Stefan Gibberd, **explaining in your letter why you are interested in this particular position at Alleyn's and why you think it would suit you at this time in your career.**

All documents should be emailed to [jobs@alleyns.org.uk](mailto:jobs@alleyns.org.uk).

Alternatively, they can be posted to:

HR Department, Alleyn's School, Townley Road, London SE22 8SU.

**The deadline for applications is 9am on Thursday 4 April 2024.**

If you have any questions you are very welcome to contact the Recruitment Manager, Karolina Walicka, by email at [jobs@alleyns.org.uk](mailto:jobs@alleyns.org.uk) or by phone on 020 8613 5016.

## Interviews and Appointment

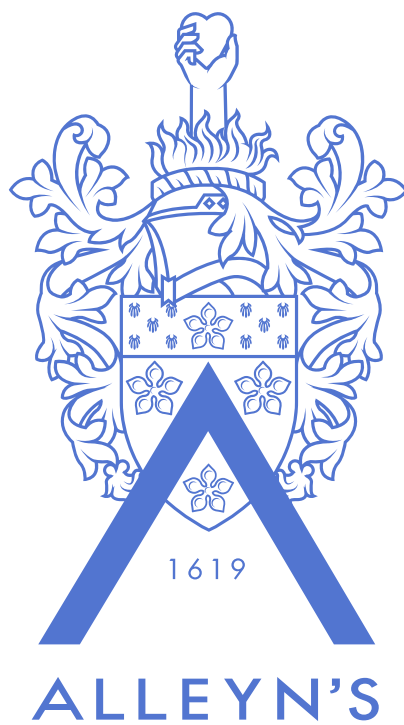
Interviews will be conducted at the School. This will consist of interviews with relevant colleagues including the Commercial Sports Manager. There will also be an opportunity to meet with other relevant staff. Please note that references may be taken up before the interviews. If you would prefer to be contacted first please state this.

## Safeguarding Checks

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced DBS check.

## Equal Opportunities

As an Equal Opportunities employer we welcome applications from all applicants who meet the requirements for the position. However we are especially keen to receive applications from those in minority groups for which the School is currently underrepresented. We celebrate diversity and thrive on the benefits it brings.



Alleyne's School, a charitable company limited by guarantee registered in England and Wales with company number 09401357 and registered charity number 1161864. Registered office address: Alleyne's School, Townley Road, Dulwich, London, SE22 8SU

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