



## **PART TIME SWIMMING INSTRUCTOR - BRIEFING PROFILE**

### **THE SCHOOL**

North London Collegiate is an academically selective girls' school. There are about 753 students in the Senior School and approximately 313 in the Junior School. The school takes pride in the religious and social diversity of its intake.

The school's aims are to provide an ambitious education for all its pupils and to enable each girl to make the most of her own gifts. The highest priority is to maintain a team of professional teachers to whom each pupil is important, and who can introduce their subjects with enthusiasm and drive. All pupils are expected to learn to recognise academic excellence and realise that it is attainable.

### **CANONS ENTERPRISES LTD**

Canons Sports Centre is located in the beautifully landscaped grounds of North London Collegiate School. Canons Enterprises Ltd manages the sports facilities outside the school hours during evenings, weekends and school holidays.

Facilities include a 25m heated indoor swimming pool with an Ultra Violet water treatment system. This dramatically reduces the amount of chemicals added to the water, including chlorine. Our air conditioned fitness studio is fitted with up to date cardiovascular and strength equipment. We also boast a multi-purpose sports hall that houses 4 badminton courts as well as an indoor climbing wall and a large dance studio.

Job Profile: Swimming Instructor (Full & Assistant)

Responsible To: Centre Manager/Duty Manager

Main Duty: To Instruct Children's Swimming Lessons.

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#### Your duties

Canons is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The following duties will be deemed included in the duties that you may be required to perform:

- Child protection, discipline, health and safety.
- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.
- To attend meetings at times notified to you by the Manager. You may on occasion be required to attend a meeting during the lunch hour or after normal working hours.

#### Principle Accountabilities:

- To instruct children's swimming lessons.
- To deliver the specific programme of lessons offered at Canons Swimming Pool.
- To be able to instruct from the both the side of the pool, and from within the pool, depending on the ability of the class in question.
- To complete assessments on each child within the designated classes assigned and supply the Swimming Lesson Supervisor/Duty Manager(s) with documentation provided.
- To be available at specific times arranged between Centre Manager/Duty Manager(s) and Swimming Instructor to communicate with parents/guardians of the children within designated classes.
- To work alongside Swimming Helpers, and instruct them to assist you.
- Ensure that his/her qualification(s) are in date and valid.
- To attend Canons Swimming Pool Staff Training as and when it is organised.
- Keep poolside free from obstructions.
- All customer care and enquiries.
- Compliance with Health and Safety at Work Act, Codes of Practice, adhering to COSHH regulations, and all NLCS policies.
- Such other duties that may be required from time to time.

#### **Person specification:**

##### **Essential**

- To hold swimming teaching certificates, ASA or equivalent;
- **Reliable and punctual;**
- positive and flexible attitude;
- High professional standards;
- Smart appearance and polite to customers;
- Ability to work effectively as a member of a team;
- Ability to follow NOP and EAP;
- good team player with a proactive "can do" approach.

### **Desirable**

- to hold a current NPLQ qualification
- experience of working at a school;
- experience of working as a swimming instructor previously;
- first aid qualification and experience.

## **TERMS and CONDITIONS**

### **Pension**

The successful candidate will be eligible to join Canons Staff Pension Scheme.

### **Staff Benefits**

Free use of swimming pool and fitness suite.

### **Statutory Sick Pay**

Statutory Sick Pay is paid in accordance with the relevant conditions in force at the time.

### **Medical Examination**

A Pre-employment Health Questionnaire will need to be completed by the successful candidate.

### **Termination of Employment**

The appointment will be subject to four weeks' term time notice, in writing, on either side.

## **APPOINTMENT PROCEDURE**

Candidates should send the following to Mr Stuart Sperinck, Sports Centre Manager by e-mail: [ssperinck@nlcs.org.uk](mailto:ssperinck@nlcs.org.uk) or by post to: Sports Centre Manager, Canons Enterprises Ltd, North London Collegiate School, Canons, Canons Drive, Edgware, Middlesex, HA8 7RJ.

- A one page letter of application.
- Completed Application Form.
- References will be taken prior to interview **unless indicated otherwise.**

**Canons Enterprises Ltd is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be asked to apply to the Disclosure and Barring Service for an Enhanced Disclosure and will be subject to reference checks.**