# Role Description

## Job Title: Swimming Assistant

## Reports to: Swimming Co-ordinator

## Job context

Uppingham School, founded in 1584, is a leading co-educational independent boarding school which runs 24/7 in term-time. It has a strong academic profile and excellent pastoral care with an international reputation, and state-of-the-art science, sports and music facilities. Its 830 pupils, aged 13-18, are accommodated in 15 boarding houses, taught by over 20 academic departments, and participate in numerous extra-curricular activities such as sports, music, and drama. The academic programme is supported by business units responsible for marketing, estates, finance, HR, IT, operations (catering, cleaning, and procurement), health and safety, and the School’s trading subsidiary. The School employs c. 550 staff.

Opened in September 2010, Uppingham School Sports Centre (‘USSC’) is a fully dual-use facility and used by 1,300 public members as well as the School. Described by Lord Coe at its opening as ‘world class’, USSC has been designed to provide state-of-the-art sporting facilities for the school’s pupils, as well as allowing access to local residents, sports clubs and other schools.

The Centre contains a 6-court sports hall, 25m swimming pool, 60 station fitness studio, gymnasium, squash courts and dance studios. The fitness studio was fully re-equipped in December 2021. It also houses the School’s PE Department and includes a hospitality suite for match-day entertaining. USSC is managed and run-on behalf of the School by Uppingham School Enterprises Ltd, a wholly owned subsidiary, and employs c. 40 full- and part-time staff.

## Job purpose

To assist and support the swim teachers with the delivery of safe and effective lessons in and out of the water.

## Your accountabilities

* Assist and support the swim teachers with the delivery of safe and effective lessons in and out of the water.
* Ensure all equipment is used correctly and within Health & Safety guidelines
* Interact motivate and encourage participants during lessons.
* Welcome all participants in a professional and friendly manner.
* Assist with the completion of registers and then ensuring the children enter and exit poolside/pool safely.
* Log and report any incidents/accidents or any other concerns to the facility Duty Manager.
* Report any safety concerns or health and safety issues to the Swim School co-ordinator and Duty Manager.

**Outcomes**

* To arrive in good time before the lesson start time and to ensure facilities are set up appropriately.
* Present and conduct yourself in an appropriate manner with courtesy and regard for others.
* Wear suitable clothing for when in the water and uniform when out of water or when leaving or arriving on site.
* Be willing to work towards and maintain teaching qualifications, ensuring they are up to date and relevant.
* Attend team meetings, training sessions, employee review sessions and CPD courses as recommended.
* Contribute to secondary activity ASA courses and NPLQ etc.

## Qualifications, skills and experience, personal qualities required

**Qualifications:**

* Assistant Teachers Qualification (desirable)

**Skills and experience:**

* Excellent communication
* Good Organisational skills
* Interest in swimming

**Personal qualities:**

* Confident with the ability to enthuse and motivate clients
* Flexible with regards to availability
* Ability to display initiative
* Enthusiastic

## Key relationships

**Sports Centre personnel:**

* **Sports Centre Manager**
* **Operations Manager:** Duty Managers, Leisure Assistants, Course Instructors, Swimming Co-ordinator, Swimming Teachers
* **Fitness Manager:** Fitness Instructors, Personal Trainers, Studio Co-Ordinator, Class Instructors
* **Front of House Manager:** Receptionists

## Terms and Conditions

## Working hours 37 weeks per year (term time only)

Current hours for Uppingham School Swim School

Sunday: 09:30am – 12:30pm

Salary: £11.19 per hour

Probation period: Six months

## Benefits

Holidays The annual holiday entitlement is 28 working days. Bank/Public holidays when the Centre is open are normal working days. Payment for all Bank/Public holidays is included in the salary above.

Pension scheme Defined contribution scheme: employee contribution matched by USE Ltd by factor of two, up to 10% maximum.

Benefits 50% contribution to premiums for School’s private health scheme

Death in service cover with a lump sum of twice annual salary

 Free membership of dual-use Sports Centre (£25 annual admin fee)

 Free staff lunches in term-time

 School fee day place discount for children of staff

 Retail and restaurant discounts, platform

Cycle to work scheme

Free annual ‘flu jabs

Westfield health care package

Recognised as a “Disability Confident” employer

Recognised as a “Mindful” employer

## Safeguarding

Uppingham School is committed to safeguarding and promoting the welfare of children. Successful candidates must be willing to undergo full screening in accordance with Keeping Children Safe in Education (KCSiE), including an Enhanced Disclosure and Barring Service check. Issues relating to safeguarding and promoting the welfare of pupils will be explored at interview.

## Note

This Role Definition is not an exhaustive list of what may be expected of you in the role. It is non-contractual and may be amended by the school from time to time.

**Applications**

Applicants should complete the School’s application form, which can be obtained from the website ([www.uppingham.co.uk](http://www.uppingham.co.uk)) and returned, when completed, to hr@uppingham.co.uk, 01572 822216.

The HR Department

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