



TONBRIDGE  
SCHOOL

# Casual Swim Instructor – Level 2

## Recre8 Swim School



## THE DEPARTMENT AND POST

The Recre8 Swim School offers a structured and progressive swimming programme designed to deliver high-quality, consistent teaching for children of all abilities.

All lessons are delivered in line with the Swim England Learn to Swim Programme by appropriately qualified instructors, supporting swimmers as they progress through nationally recognised Swim England Stages 1–9, alongside water skills and distance awards.

The Casual Swim Instructor (Level 2) plays an integral role in delivering this programme, working as part of the Swim School team to plan and deliver engaging, safe and effective lessons.

Reporting to the Swim School Co-Ordinator, the post-holder will uphold the highest standards of customer service, safeguarding and professionalism while supporting swimmers' development and enjoyment in the water.



## JOB DESCRIPTION

**Job Title:** Casual Swim Instructor (Level 2)

**Reporting to:** Swim School Co-Ordinator

**Main Purpose:** To work as part of the Tonbridge School Centre team in delivering exceptional customer service, through delivering swimming lessons.

### MAIN DUTIES

- To plan and deliver Swim England accredited lessons in line with the Swim England Learn to Swim Programme.
- To assess all pupils at the commencement of each term.
- To plan and structure lessons in a way which are safe and appropriate to the needs and abilities of the participants.
- To ensure safe preparation, provision and storage of equipment.
- To manage, maintain, and update registers and awards records.
- To liaise with the Swim School Co-Ordinator, parents and/or pupils regarding progress and development, and provide feedback when requested.
- To report any incidents/issues to the Swim School Co-Ordinator (and other members of operational staff at the Centre as appropriate).
- To ensure all swim activities are conducted in accordance with Safeguarding, Health & Safety and Child Protection policies as laid down by Tonbridge School and Tonbridge School Centre.
- To be familiar with and abide by the Normal Operating Procedures (NOP) and Emergency Action Plan (EAP) at Tonbridge School Centre.
- To liaise with the Swim School Co-Ordinator to arrange cover for any planned absence.
- To wear correct uniform whilst on poolside and other suitable clothing for 'in water' sessions.
- To undertake necessary training to maintain qualifications and attend additional training sessions as requested.
- To work as a team and attend team meetings if required.
- To ensure the highest possible standards of customer service are implemented for all users and visitors to the Centre.
- To carry out any other duties as requested by your Line Manager.

### CONFIDENTIALITY

The successful candidate must maintain the confidentiality of information regarding the School, its staff and its business. Information must not be communicated to other persons in or outside the School except in the recognised course of their duties.

### CHILD PROTECTION

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he or she is responsible, or with whom he or she comes into contact will be to adhere to and always ensure compliance with the School's Safeguarding and Child Protection Policy. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he or she must report their concerns to the Designated Safeguarding Lead or to the Headmaster.

## PERSON SPECIFICATION

### Skills and Abilities

- Well organised, flexible and professional approach.
- A motivated individual able to work on own initiative
- Ability to work as part of a team
- Ability to provide exceptional customer service
- Willingness to undertake relevant training
- A reliable and enthusiastic individual with a flexible approach to work
- Good verbal and written skills

### Qualifications and Experience

- SEQ Level 2 Teaching Swimming (or equivalent)
- Experience of working as an Assistant Swim Teacher (Essential)
- NRASTC or NRASTC LIGHT (Desirable)

## HOURS OF WORK

Casual role with current primary hours on Mondays, 4:30pm–5.30pm and Saturdays 11am-12noon. Additional hours may be available to cover leave and holiday periods.

## REMUNERATION AND BENEFITS

£26.50 per hour including proportionate holiday pay.

- Staff car parking
- Uniform provided
- CPD opportunities

**Tonbridge School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to any post, including checks with past employers and the Disclosure and Barring Service.**

## APPLICATION PROCESS

### **SUBMITTING AN APPLICATION**

Full details and an application pack may be found at:

<http://www.tonbridge-school.co.uk/jobs>

Apply via our online application form or, send your completed application form to:

[hrdept@tonbridge-school.org](mailto:hrdept@tonbridge-school.org)

01732 365555

**Closing Date: Sunday 22 March at 12 noon**

We reserve the right to interview and appoint prior to the closing date for applications, so early applications are encouraged.

**TONBRIDGE  
ONLY CONNECT**

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**[TONBRIDGE-SCHOOL.CO.UK](http://TONBRIDGE-SCHOOL.CO.UK)**

Tonbridge School is a registered charity No. 1097977

The information contained in the brochure is accurate at the time of going to press