**JOB DESCRIPTION**

**Level 4 Swim Instructor for Hydrotherapy Pool**

Conditions of Service Monday-Friday 32.5 hours per week Term-time only plus 5 days.

There may also be an opportunity to work additional hours to support after school sessions and Saturday Swim sessions by negotiation.

Salary: Band 8, SCP 17-22

**Job Purpose**

* To support the ethos of the school and work supportively with teachers and class based support staff in their responsibility for the development and education process by providing care and supervision to primary age children who have special educational needs, by utilising a good standard of practical knowledge and skills.
* The role will involve a range of activities including hydrotherapy pool/swimming support, classroom support, 1-1 or small group working, supporting with specialist interventions, and lunchtime supervision / support.

**Responsibilities and Tasks**

Under the direction and control of the senior leadership team, a classroom teacher or designated supervisor.

* To support pupil access to Hydrotherapy / swimming sessions by setting appropriate physical development targets and assess the progress towards these.
* To plan engaging sessions for pupils within the hydrotherapy pool ensuring the full use of all the interactive sensory equipment available.
* To evidence progress through photographs and videos.
* To set targets / next steps for pupils alongside class teacher.
* To provide written reports on pupil progress and liaise with each pupil’s class teacher.
* To update the Hydrotherapy policy and provide information for the website.
* To support pupils both within the water and on the poolside.
* To support students with personal care and changing for Hydrotherapy / swimming lessons.
* To support pupils to develop water confidence and communication skills for students in the hydrotherapy pool.
* Supervise the activities of the individual or groups of children to ensure their safety and facilitate their development
* Assistance at an appropriate level with the provision of general care and welfare of children including: Assistance with the personal hygiene routine, e.g. toilet training, changing of incontinent children, dressing and undressing.
* The changing of soiled clothing including its disposal in an appropriate way.
* Assisting in the administering of medicines or medical interventions as instructed by parents or medical professionals.
* Assisting with students eating and drinking support following personal plans or professional advice.
* Assisting with the identification, monitoring and reporting of children’s general health and welfare.
* Supporting children to be independent.
* Promoting pupil independence, and reinforcing the children’s self-esteem through praise and encouragement.
* Assisting with the provision of general care and welfare to pupils, being mindful of the need to maintain a safe environment at all times.
* Adhering to and maintaining school policies, routine and codes of conduct.
* Ensuring that pupils are able to safely use equipment and materials provided and being aware of the range of resources available.
* Undertake the training required for you to carry out those activities necessary to meet the physical and emotional needs of the pupil, including pupils with educational, physical, sensory, communication and/ or emotional special needs.
* Monitoring individual pupils’ problems, progress, achievements and condition, and report these to the teacher as appropriate.
* Work closely with the class teacher and other colleagues to support the administration and organisation of educational activities for individuals and groups of pupils, including marking and record keeping in line with school policies and practices.
* Maintain personal and professional development to meet the changing demands of the job.

**Environmental Demands / Working Conditions:**

* Will have long periods of sitting or standing, and in the hydrotherapy pool.
* Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours.
* Will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, local education authority, external providers etc.
* The post holder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users.
* This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.
* Report all concerns to an appropriate person.

**Fluency Duty**

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role the post holder is required to meet the Advanced Threshold Level

Advanced Threshold Level

The post holder should demonstrate they can:

* Express themselves fluently and spontaneously at length effortlessly.
* Explain difficult concepts simply without hindering the natural smooth flow of language.
* Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in School.

**Special Conditions of Service:**

* No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

**Other Considerations:**

* To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school’s nominated Child Protection Co-ordinator or the Headteacher.
* To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
* Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
* Be able to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act.
* Must be legally entitled to work in the UK.

**PERSONNEL SPECIFICATION:**

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|  | **ESSENTIAL(E)/DESIRABLE (D)** |
| **Experience:** | * Competent swimmer (E)
* Experience of working in a team situation (E)
* Extensive experience of working with pupils who have complex and special needs (E)
* Experience of working with or caring for children of relevant age e.g. voluntary organisation or parental/caring responsibilities (E)
* Experience of working in a relevant discipline (E)
* Clerical/administrative experience (E)
* Provide evidence of having previously spoken fluently to customers at an Advanced Threshold Level (E)
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| **Qualifications/****Training:** | * GCSE English and Maths grade C or equivalent e.g. Adult Literacy/Numeracy at level 2 (E)
* Qualified Swimming Instructor or Level 4 HLTA qualification (E)
* Other relevant qualifications relating to the post e.g. Level 4 NVQ in Health/Childcare (D)
* Life Saver qualification or a commitment to undertake this training (E)
* Paediatric First Aid, or a commitment to undertake this training (E)
* A willingness to access training as required e.g. Halliwick, MOVE, Learning through Aquatics, STA – People with Disabilities (E)
* Evidence of further training/development and/or willingness to participate in further training and development opportunities e.g. Team Teach, Moving & Handling, Special Educational Needs and/or particular learning area such as sign language and bi-lingual (E).
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| **knowledge/skills:** | * Will possess a full and in depth working knowledge of the School’s relevant policies/procedures/codes of practices with an outline understanding of relevant legislation (E)
* Will have in depth knowledge of the policies covering their service area (E)
* In depth knowledge of childcare with an understanding/awareness of the principles of child development and learning processes as appropriate (E).
* Working knowledge of relevant learning programmes/strategies (E).
* Excellent organisational and problem solving skills with the ability to work proactively and independently (E).
* Excellent communication skills (E)
* Enhanced advisory, guiding, negotiating and persuasive skills at a developed level (E)
* Excellent numeracy/literacy skills (E).
* Excellent ICT skills (E)
* Ability to use relevant equipment/resources (E)
* Ability to self-evaluate learning needs and actively seek new learning opportunities (E)
* Ability to understand classroom roles and responsibilities (E)
* An understanding of the needs of a multicultural society (E)
* An understanding of the issues relating to pupils who have additional learning needs, more able and special educational needs (E)
* In depth knowledge and practical experience of behaviour management (E)
* Knowledge and commitment to schools Equality policy (E)
* In depth knowledge and practical experience of Health and Safety requirements (E)
* In depth knowledge and practical experience of child protection (E)
* Ability to relate well to pupils and adults (E)
* Ability to work constructively as part of a team with a willingness to share knowledge, expertise and experience (E)
* Ability to remain calm under pressure; prioritising conflicting demands (E)
* Demonstrate a commitment to working with children of the relevant age (E)
* Demonstrate good co-operative, interpersonal and effective listening skills (E)
* In depth knowledge and practical experience of maintaining confidentiality in matters relating to the school, its pupils, parents or carers (E)
* Ability to perform all duties and tasks with reasonable adjustments where necessary, working flexibly and willing to accept change (E)
* Ability to cope with the requirements of the post, which will include working with pupils who have emotional/ behavioural/physical difficulties (E)
* In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Advanced Threshold Level (E)
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This job description is not necessarily a comprehensive definition of the post. The Hydrotherapy Lead may be required to undertake such other tasks appropriate to the level of appointment, as the Headteacher requires. It may be subject to modification and amendment after consultation with the post holder.