



Carrdus School is an independent co-ed prep school within easy reach of Banbury and the villages of Oxfordshire, Northamptonshire and South Warwickshire. For over 60 years it has encouraged and enabled girls and boys to make a confident, happy start to school life, finding and developing their areas for success.

Founded in 1952 at St John's House, Banbury, the school moved to Overthorpe Hall in 1970 where it has continued to grow and thrive. Carrdus School is part of Tudor Hall School.

The school is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosures & Barring Service.

### **SWIM TEACHER (FIXED TERM, PART TIME) JOB DESCRIPTION**

#### **Swim Teacher Role:**

- To work under the guidance of teaching/senior staff and within an agreed system of supervision;
- Deliver swimming lessons to all age ranges which motivate, challenge and inspire pupils;
- Assess swimming improvement and recommend further development;
- Contribute to termly report writing, record levels of attainment and set targets for pupils
- Ensure each group is managed safely;
- Be available to teach during the school day;
- Be willing to contribute to extra-curricular activities

#### **Wider school role:**

- Fulfil wider professional responsibilities:
  - Make a positive contribution to the wider life and ethos of the school;
  - Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support;
  - Communicate effectively with parents under the direction of SMT and teachers with regard to pupils' achievements and well-being;
  - Ensure Health and Safety at all times and in accordance with school policy;
  - To communicate and consult with parents of pupils on a regular basis, in line with our open door policy;
  - To take on further responsibilities according to experience and levels of professional development.

- Maintain high standards of ethics and behaviour, within and outside school:
  - Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position;
  - Having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions;
  - Showing tolerance of and respect for the rights, faiths and beliefs of others;
  - Having proper and professional regard for the ethos, policies and practices of the school, maintaining high standards in own attendance and punctuality;
  - Having an understanding of the frameworks which set out professional duties and responsibilities.
- Undertake a range of tasks and activities:
  - Meet with, and report to Head as necessary;
  - Attend staff INSET, workshops and staff development, as required;
  - Attend First Aid/Health & Safety courses, as required;
  - Attend Child Protection/Safeguarding training courses, as required;
  - Undertake any other reasonable duties or tasks directed by the Head.

### **Essential Requirements**

- Swim England (ASA) Level 2 or STA Level 2
- A true love of swimming with a friendly personality
- Experience of teaching and/or coaching;
- Understand Health and Safety requirements of a swimming pool;
- Be willing to contribute to life at Carrdus School;
- Show evidence of having the following personal attributes:
  - Be a positive role model;
  - Be a good team player;
  - Be a strong communicator;
  - Have a strong work ethic;
  - Have good interpersonal skills;
  - Have a natural ability to get on with, support, understand and command the respect of children;
  - Have enthusiasm for and interest in the education and welfare of young people.

### **Desirable Requirements**

- Previous experience of working in a School in a similar role;
- A recognised pool rescue award NPLQ or NRASTC qualification;
- Paediatric first aid qualification (Training can be offered).

## TERMS & CONDITIONS AS PER EMPLOYMENT CONTRACT

<b>Post:</b>	Swim Teacher (Fixed Term Summer Term only, Part Time)
<b>Hours:</b>	12 hours per week, 3 hours worked afternoons on Monday, Tuesday, Wednesday and Friday.
<b>Salary:</b>	Dependent on experience Paid monthly in arrears not later than the last working day of the month. Reviewed annually on the 1 <sup>st</sup> September each year.
<b>Probation Period:</b>	Six Months (for new employees)
<b>Holidays:</b>	The employee shall be entitled to take as holiday all school holidays in accordance with the published dates in the school calendar. Public and Bank Holidays occurring during school terms may be working days.
<b>Pension:</b>	All employees are auto enrolled into a pension scheme after three months' service. Details are provided on appointment.
<b>Retirement:</b>	The post currently has no normal retirement age, but the School reserves the right to set a retirement age at any time in accordance with the applicable law from time to time.
<b>Sick Pay:</b>	<p>In the absence from duty owing to illness, salary will be paid for the following periods:</p> <ul style="list-style-type: none"><li>i. In the first 12 weeks of service – 7 days.</li><li>ii. In the first year of service, after 12 weeks – 4 weeks.</li><li>iii. After the first complete year of service – 8 weeks.</li></ul>
<b>Notice:</b>	<p>By you giving the School not less than four weeks' written notice of termination of employment.</p> <p>By the School giving you written notice of termination of employment as follows: During the first four years of continuous employment not less than four weeks' notice; During the fifth to twelfth years of continuous employment not less than one weeks' notice for each complete year of continuous service; After twelve years of continuous employment not less than twelve weeks' notice.</p>
<b>Benefits:</b>	Free meals when available, 40% day fee pupil discount at Carrdus School and 40% day fee pupil discount at Tudor Hall (pro rata for part-time staff).

**Application Process:**

Full details of the post and an application form can be downloaded from the school website.

Please send a covering letter addressed to Nicole Hamilton, HR Manager summarising your suitability for the post along with the completed application form. Please apply as soon as possible and not later than 11am on Wednesday 6<sup>th</sup> March, 2024.

**Applications will be assessed in order of receipt and interviews may occur at any stage after applications are received.**

Applications to be sent to: Nicole Hamilton at Tudor Hall, Wykham Park, Banbury, Oxfordshire OX16 9UR, or by email to: [recruitment@tudorhallschool.com](mailto:recruitment@tudorhallschool.com).