



DULWICH PREP LONDON

Values & Academic Excellence since 1885



**SATURDAY SWIM SCHOOL
TEACHER ASSISTANT**

CANDIDATE INFORMATION

JOB DESCRIPTION

Assisting in the developing, organising and delivering of safe, enjoyable, and high-quality swim lessons, as directed by Swim Coaches / Swim School Supervisor at Dulwich Prep London. This role reports to the Swim School Supervisor.

DUTIES AND RESPONSIBILITIES

Teaching & Learning

- Create and manage a caring, supportive, purposeful, and stimulating environment conducive to children's learning.
- Assist in the delivery of high-quality, differentiated lessons.
- Assist in enabling pupils to develop positive attitudes to swimming.
- Promote high standards of behaviour and discipline among the pupils, safeguarding their health and safety.
- Ensure that school policies are reflected in daily practice.
- Promote actively strong and positive relationships with parents and carers.

General Requirements

- Promoting and safeguarding the welfare of pupils you are responsible for and with whom you meet.
- Assist with setting up and clearing away at the end of each session.

- Maintain high professional attendance standards, punctuality, appearance, and conduct.
- Maintain positive, courteous relations with pupils, parents, and colleagues.
- Maintain good order and discipline among pupils and support and contribute to the school's responsibility for safeguarding their students.
- Promote the good name and reputation of the school.
- Adhere to school policies and procedures.

Keys Skills & Knowledge

- Knowledge of current swimming teaching practices.
- Knowledge and understanding of safeguarding procedures.
- Experience working with children in the past (desirable).
- ASA / STA Level I Certificate (desirable).

PERSONAL COMPETENCIES & QUALITIES

- Enthusiastic individual possessing drive, energy and commitment, have a presence which engenders confidence and respect from pupils, colleagues and parents
- Proven ability to engage a wide range of swimmers across different age groups.
- Team-focused: shares knowledge and information with other staff members to promote good practice.
- Focuses on what needs to be delivered: understands what is required and responds promptly.

- Commitment to the highest standards of care for all pupils.

TERMS & CONDITIONS

- Working hours 8.00am to 1.15pm for 30 weeks per year, during Dulwich Prep London Term Time.
- Hourly Rate : £14.50 per hour.
- This role is a fixed-term contract until Saturday 25 May 2024, due to expected renovation work in the pool. However, we anticipate them being permanent contracts from September 2024.

Application and Interview Process

A completed Application Form and a cover letter explaining your suitability for this role should be [emailed to Tamsin Hutson, HR Manager](#). Please also read the accompanying Application & Recruitment Process Explanatory Note. We reserve the right to appoint at any time during the recruitment process.

- Closing Date: Sunday 3 December 2023, 12.00pm
- Interviews Date: Week Commencing Monday 4 December 2023
- Start Date: January 2024 or as soon as possible thereafter

EQUAL OPPORTUNITIES

Dulwich Prep London is committed to the equal treatment of all current and prospective employees and does not condone discrimination based on age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment. In accordance with the Disability Discrimination Act, Dulwich Prep London seeks to treat those with disabilities as favourably as those without disabilities. Accordingly, we will make reasonable arrangements, wherever practicable, to avoid putting those with disabilities at a disadvantage.

SAFEGUARDING

Dulwich Prep London is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening and training appropriate to the post, including checks with past employers and the Disclosure and Barring Service.



**Schools'
Inclusion
Alliance**



We aspire to have a diverse and inclusive workplace.

We strongly encourage all suitably qualified applicants regardless of background to apply and join us at Dulwich Prep London.

We are proud members of the Schools Inclusion Alliance and the Government's Disability Confident Scheme.