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**BPSC: Learn to Swim Coordinator**

**The role:**

To oversee the smooth running of the swimming lessons, ensuring that:

* Every child is given the individual attention they deserve to learn to swim and fulfil their swimming aspirations in a supportive and enjoyable environment. Offering a pathway into the sport of swimming.
* Lessons are provided in a safe and secure environment; all risk assessments are adhered to.
* Build and work through a team of motivated teachers and helpers in line with Swim England guidelines.

The time commitment is approx. 4 hours per week poolside and 2 hours admin. The poolside times and locations are:

|  |  |  |
| --- | --- | --- |
| Tuesday | Whitings Hill Primary School EN5 | 4.15-5.45pm |
| Thursday | Queen Elizabeth Boys School, EN5 | 6-7pm |
| Friday | Queen Elizabeth Boys School, EN5 | 6-7.15pm |

**Duties include:**

**Lessons and Teaching:**

* Coordinating the teaching programme
* To manage teacher staffing levels as appropriate to ensure the effective delivery of the teaching programme at all times by suitably qualified staff. This may include covering dedicated swim teaching hours within the job role.
* Monitor the quality of teaching provided to support learner progression.
* Assess termly learners and make class adjustments to support learner progression and badge attainment.

**Staffing and building the teaching team:**

* Maintain a high level of teaching performance. Monitor teaching quality and the quality of lessons delivered, guiding the teachers in best practice, provide constructive feedback and be a role model.
* Support, train and develop water helpers.
* Communicate regularly with the teaching team via What’s App and poolside briefings.
* To develop and encourage a strong team and guide on opportunities to achieve further qualifications.

**Health & Safety:**

* Ensure all Swim School activities remain in line with current Swim England guidelines.
* To assist with reviewing and development of Risk Assessments and NOP that relate to the Learn to Swim operation. Bringing any issues or concerns to the attention of the committee and/or pool operator.
* Ensure teachers carry out duties that comply with all safety guidelines and operate within a safe environment.
* To follow and promote the BPSC (Swim England) Child Protection Policy (WavePower).

**Admin:**

* To work effectively with the new starter role to bring through new learners and maintain appropriate numbers across all sessions.
* Ensure accurate attendance records are taken to support the LTS admin and provided in a timely fashion.
* To ensure there is adequate teacher cover for the teaching programme and lessons.

**Parents and Guardians:**

* Act as a primary point of contact for parents and guardians with regard to swimming lesson enquiries, ensure communications have been received and understood.
* Ensure that comments and complaints are handled promptly and professionally, with issues being referred as and when necessary, to the Welfare Officer or appropriate committee role

**Essentials:**

* Must hold a Swim England Level 2 Teaching qualification
* Be willing to undertake a DBS
* Hold National Rescue Award for Swimming Teachers and Coaches or equivalent
* Membership to Swim England.

**Club Information:**

Established in 1903, Broomfield Park Swimming Club is one of the oldest swimming clubs in London, going back to a group of gentlemen swimming in the lake of the newly-opened Broomfield Park. We still embrace their ideals of a club in which all ages, from young children to grandparents and older, can swim for enjoyment, fitness and the fun of competition. We have remained very much a ‘family’ club, offering everything from teaching young children, through quality competitive swimming, to ‘proper’ swimming for adults of all ages.

We offer Learn to Swim, competitive squad sessions, active squads and adults/masters squad swimming sessions.

**Club Swim Sessions:**

The club swims at Queen Elizabeth Boys School and Whitings Hill School, Barnet and The Venue Borehamwood. Please see website link for session times.

<https://uk.teamunify.com/team/bpsc/page/training/training-times>

**How to apply**

* Please send a covering note as to why you are interested, what your experience is, what you will add to the club and include your sport CV. Applications to be sent to Tom Sullivan at [headcoach.bpsc@gmail.com](mailto:headcoach.bpsc@gmail.com)
* References will be required for final candidate.