

APPLICATION PACK FOR THE POST OF
Swimming Teachers
Required as soon as possible.



Warwick
Schools
Foundation



Enabling transformation through the power of education

Welcome from the Foundation Principal

Thank you for the interest you have shown in the role of Swimming Teacher.

We are looking for Swimming Teachers to deliver an effective coaching and teaching programme in a friendly and professional manner to all who participate in the Warwick Schools Foundation Swim Scheme.

The Swimming Teacher will be able to develop water confidence, safety, and technical skills across the range of participants of different abilities from non-swimmers to advance.

This is an exceptional opportunity to join a forward-thinking and dynamic group of schools where everyone – whatever their role – is committed to enabling outstanding futures for our pupils.

The successful candidate will join an ambitious and future-centred organisation, ready to embrace both the challenges and opportunities for independent schools in the years ahead.

I hope you are inspired by what you read and will want to join us, to play a key part in our exciting future.

Richard Nicholson MA (Oxon)
Foundation Principal



The Warwick Schools Foundation is a unique and inspiring group of schools. We are a large but united community, focused entirely on ensuring that the pupils in our care have the most exceptional of educational opportunities. All that we do has that mission at its heart. Working together, our aim is for our Foundation schools – individually and collectively – to be recognised as the most vibrant and exciting in the U.K.

Richard Nicholson, Foundation Principal



About Warwick Schools Foundation

The Warwick Schools Foundation (The Foundation) proudly educates girls and boys from 3 to 18 years of age. We are one of the largest independent school charities in the country, with some 2,900 pupils and over 1,200 staff, and are committed to providing an outstanding education for all our pupils, for our schools to be the first choice for those seeking independent education for their children, and to be an exceptional place to work.

Our historic schools are Warwick Preparatory School and the King's High School, which operate as a through-school for girls with a co-educational Pre-Prep, and Warwick Junior School and Warwick School, which operate as a through-school for boys.

These schools are located on the Foundation's 55-acre site in Warwick. Between them, they educate approximately 2,600 pupils and offer a unique model of education in the Midlands: co-education for our pupils aged 3 to 7, and single-sex education from age 7 onwards. This provides the best of both worlds for our pupils: teaching specifically tailored to their needs with extensive learning opportunities to collaborate outside the classroom.

In 2021, we were delighted to welcome The Kingsley School, Royal Leamington Spa into our family of schools. Kingsley is an established and highly regarded school for around 300 girls (3–18) and boys (3–11).

More information about the schools may be found on their websites:

www.warwickprep.com

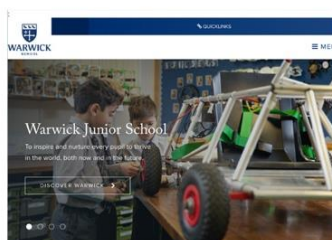
www.thekingsleyschool.co.uk

www.kingshighwarwick.co.uk

www.warwick-school.org

The Foundation is an active member of the following associations:

- AGBIS
- GSA
- HMC
- IAPS
- ISA
- ISBA
- ISA
- IDPE



Organisational Structure

Warwick Independent Schools Foundation, known as “Warwick Schools Foundation”, is registered as both a Charity and a Company, with the Governors being both Trustees of the Charity and Directors of the Company.

The Governing Body is the legal guardian of the Warwick Schools Foundation and is responsible for ensuring that it delivers its charitable objective:

‘To advance education by carrying on in or near Warwick, day and boarding schools for boys’ and girls’.

Governors delegate the operational running of the Foundation to the Foundation Principal, who acts as Chief Executive Officer with direct accountability for the Foundation and all its activities. The Foundation Principal is Mr Richard Nicholson.



Our Facilities

Warwick Campus

Home to some 2,600 pupils aged 3–18, the 55-acre Campus boasts outstanding and cutting-edge facilities for our pupils. The campus has received significant investment over recent decades, including Warwick Hall, which was completed in 2016.

The most recent development – ‘Project One Campus’ – saw the relocation of King’s High from its historic town-centre site to join Warwick Preparatory School and Warwick School on one spacious, green campus. This has seen facilities developed and enhancements for all and has included:

- W New and enhanced sports facilities, including a 3G rugby pitch for Warwick School, five netball and six tennis courts.
- W A redesigned traffic-free campus.
- W A shared Sixth Form Centre for both Warwick and King’s High School students to enjoy for shared curriculum enrichment and social activities.
- W Improved play space for Warwick Preparatory School, including a new nursery garden and ‘forest school’.
- W A new home for the pupils of King’s High School.
- W A new, shared Music School for the pupils of King’s High and Warwick Preparatory School.

Leamington Campus

The Kingsley School is home to around 300 pupils. Situated in the centre of Leamington, the excellent facilities include the Prep School, Senior School, and a dedicated Sixth Form Centre. Twelve acres of playing fields are just a few minutes’ drive away and include a pavilion and netball and tennis courts.

Investments over recent years have included a suite of refurbished science laboratories, a re-equipped food technology room, play space for Prep School pupils, and the refurbishment of the Sixth Form Centre.



Warwick & Surrounding area

Warwick is the County Town and sits on the banks of the beautiful River Avon. It combines medieval history and architectural wealth with a modern vibrancy rich in bars, restaurants, and culture.

There are also many great places to live nearby. The delightful Regency town of Royal Leamington Spa adjoins Warwick, with its wide boulevards and grand architecture, is a thriving town, with excellent facilities for families.

Stratford Upon Avon and its outstanding theatres are just a 25-minute drive away. The Cotswolds are also within easy reach, offering tranquil walks in rolling hills and villages of honey-coloured stone. Warwick itself has an annual literary festival; in recent years, a number of events have been held within both King's High School and Warwick School.

For further cultural opportunities, Birmingham is half an hour by train and offers everything you would expect from a major and vibrant city. With a packed calendar of events hosted by its many international venues, Birmingham is also first-class for shopping, dining, and nightlife.

If you enjoy outdoor pursuits or a more tranquil experience, the Cotswolds is within easy reach.

Road and rail links are exceptional. There are mainline train stations in Warwick, at Warwick Parkway, just outside town, and at Leamington Spa with the Chiltern Line providing a good service to Marylebone London and Birmingham. London is less than an hour and a half away by train, and Birmingham has its own international airport.



Our schools are deeply connected to the local area. We are committed to developing our partnerships, for our Foundation to mean more to more people and, thanks to the generosity of The King Henry VIII Endowed Trust, Warwick and The Charity of Sir Thomas White, Warwick, and individual donors, extend a Foundation education to more young people. We know too that to fulfil our ambitions, we will need to draw on the generosity of our community: time, talent, and for those who can, financial.

James Barker, Head Master, Warwick School



Job Description

Reporting Lines

Reporting to the Swim School Manager.

Also accountable to the Sports Centre Manager.

Responsibilities

- To communicate with all colleagues to ensure the successful delivery of the swim school teaching programme.
- To regularly attend Swimming Teachers meetings.
- To plan, deliver, assess, and evaluate swimming lessons to meet individual learning requirements by following agreed syllabus and the utilisation of effective teaching methods.
- Use rewards and certificates as a motivational tool. Through reviews and assessment, map the swimmers progress using our online 'Parent Portal'.
- Provide supervision and direction to assistant swimming teachers.
- Maintain accurate records.
- To ensure compliance with all Health & Safety legislations (this includes a safety talk to your children prior to each lesson starting where appropriate)
- To create a positive first impression and to develop relationships with customers through excellent communication skills, product knowledge and acting on any feedback to enhance the customer experience.
- To maintain high standards of personal presentation and wearing the correct uniform at all times.
- To be punctual ensuring that lessons start and finish on time.
- To liaise with the swim school manager always ensuring the smooth running of each lesson. Any problems or concerns are raised after the swim school finishes.
- To be committed to your lessons ensuring consistency in each session.
- To co-operate with Warwick Independent Schools Foundations in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of this post.

- To attend CPD units when required that become available through swim school to advance your knowledge and training.
- Lessons may be cancelled from time to time due to other Warwick School use (advance knowledge of this is given) or last minute due to unforeseen maintenance, health & safety issues. You may still be required to attend work on these days to carry out other reasonable duties within the sports centre or use this time to write reports, update class registers, and attend meetings.

Additional duties

- The post holder must comply with the Data Protection Act 1988, the Computer Misuse Act 1990 and all other policies operating at the school.
- To report any Health & Safety problems to the Health & Safety Manager.

Safeguarding and Protection of Children and Young Persons

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an enhanced criminal record check from the Disclosure and Barring Service (DBS). These checks will highlight cautions, reprimands, and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children.

All staff are required to adhere to the School Policy on safeguarding and undertake training as required and ensure the safeguarding and well-being of children and young people at the school, in accordance with School policies.

Person Specification

	Essential Criteria	Desirable Criteria
Qualification Experience/ Knowledge	<ul style="list-style-type: none"> • ASA or STA level one or higher. • Teacher Rescue Award • A minimum of six months experience coaching swimming to children. 	<ul style="list-style-type: none"> • RLSS National Pool Lifeguard qualification. • First Aid at Work Certificate. Training may be provided if required.
Skills/Abilities	<ul style="list-style-type: none"> • Excellent communication skills. • Must be able to satisfactorily deal with customer enquiries and complaints. • Able to work under pressure. • Motivational skills. • Ability to plan and schedule own workload. 	
Aptitude	<ul style="list-style-type: none"> • Flexible and able to work unsociable hours if required. 	
Safeguarding Children, Young People and Vulnerable Adults	<ul style="list-style-type: none"> • Understands their role in the context of safeguarding children, young people, and vulnerable adults. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people 	
Equal Opportunities	<ul style="list-style-type: none"> • Understanding of the requirements of Equality and Diversity 	

Remuneration

Working hours:

- Saturdays: 8:00am – 2:30pm
- Sundays: 8:30am – 1:30pm

Working weeks: All year round, 44.4 weeks per year

Salary:

- **Level 1:** Support Staff Point 22 – £16.13 per hour including holiday pay (£13.79 per hour excluding holiday pay)
- **Level 2:** Support Staff Point 30 – £20.59 per hour including holiday pay (£17.60 per hour excluding holiday pay)

Other benefits:

- W Competitive contributory pension scheme.
- W Use of the Sports Complex for staff.
- W A strong, supportive staff community.



How to apply

To apply for this role please complete the application form found by following this link: [Vacancies at Warwick Schools Foundation](#)

Completed applications should be submitted to hr@warwickschools.co.uk

Deadline for submissions:
Ongoing.

An interview will include questions about safeguarding children. The appointment will depend on satisfactory DBS clearance.

The Warwick Schools Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any concerns should be reported in accordance with the Foundation's Child Protection policy.

Equality, Diversity, and Inclusion

The Warwick Independent Schools Foundation is committed to promoting equality of opportunity for all pupils and staff, both current and prospective, and in this position, you will actively support an environment and culture that values diversity and inclusion.

