



# Ocklynge Junior School



Victoria Drive | Eastbourne | BN21 8XN  
[www.ocklynge.e-sussex.sch.uk](http://www.ocklynge.e-sussex.sch.uk)  
Tel: 01323 725839



## SWIMMING COACH



## CANDIDATE INFORMATION PACK

Contents	Page
Vacancy Details	1
Letter from the Headteacher	2
Information for Candidates	3
Ocklynge School Values	4
Additional Information for Candidates - <ul style="list-style-type: none"> <li>• Application procedure</li> <li>• Appointment process</li> <li>• Pre-employment checks</li> <li>• Conditions of service</li> <li>• Policy on equal opportunities</li> </ul>	5
Job Description and Person Specification	6-8

Vacancy details	<ul style="list-style-type: none"> <li>• Initially Thursdays 1.45pm-4.15pm with the potential for an additional 6.5 hrs to teach external hirers in the mornings (<i>Monday for 1 hour, Wednesday for 2.5 hours and Thursdays for 3 hours and a further 3 hours in terms 5&amp;6 to provide transition for KS1 children</i>) - <i>potentially a total of 12 hours per week</i></li> <li>• Fixed term position until July 2018 in the first instance</li> </ul>
Salary	LPS SS Grade 7, Single status point 17, £20,249 gross (pro rata)
Closing Date for Receipt of Applications	Midday on Friday 19 <sup>th</sup> January 2018
Interview Date	Thursday 25 <sup>th</sup> January 2018

***“The school’s new curriculum is imaginative and interesting and is inspiring better attitudes to learning.”***

***“The school makes a strong contribution to most pupils’ well-being and their personal, spiritual, moral, social and cultural development.”***

OFSTED October 2016

Dear Applicant

We are very pleased that you are considering applying for the post of Swimming Coach at Ocklynge Junior School. I hope our application pack is clear and informative and gives you a sense of our high aspirations for all our pupils.

We are looking to appoint a member of staff to join our sports coaching team as soon as possible. The successful candidate must be at least an ASA/STA level 2 swimming teacher.

The main duties will involve planning and teaching lessons appropriate to the age and aptitude of the children by for example:

- Referring to the P.E. National Curriculum requirements/school schemes of work
- Clarifying and explaining instructions
- Motivating and encouraging pupils
- Preparing equipment and resources
- Working with groups or individuals
- Adapting lessons to the conditions.
- Completing assessment sheets

You will have a friendly and confident personality, good spoken and written communication skills, an excellent manner with children of all abilities and backgrounds and the ability to stay calm under pressure. In return, we can offer you a pleasant working environment with friendly colleagues and a lot of variety!

The post is fixed term until July 2018 initially and for the hours shown on the previous page. There is the potential for significant additional hours as shown on page 1. Pay will be on LPS SS Grade 7, point 17, £20,249 gross (pro rata).

If you require any further information about this role or would like to arrange a tour of the school please do not hesitate to contact the Headteacher, Jon Reynard, at [reynardj@ocklynge.e-sussex.sch.uk](mailto:reynardj@ocklynge.e-sussex.sch.uk) or 01323 725839.

We look forward to receiving your application and hearing why you believe you have the passion, commitment and talent to join Ocklynge Junior School.

Jon Reynard  
Headteacher

## **INFORMATION FOR CANDIDATES**

### **Eastbourne**

Ocklynge School is to the north of Eastbourne, which is a seaside resort, set in enviable surroundings flanked by the South Downs and countryside of outstanding natural beauty. There is easy access to Brighton and London (*please see [www.eastbourne.gov.uk](http://www.eastbourne.gov.uk) for further information*).

### **Ocklynge School**

Ocklynge Junior School opened in September 1972 when the former St Mary's Boys School and Ocklynge Girls School were combined. The school caters for children aged 7 - 11 and currently has approximately 840 pupils on roll. We have recently converted to an academy and are now part of the South Downs Learning Trust.

Since the opening of the school there have been a number of extensions and improvements to the buildings. As a school we also benefit from having a large multi-purpose hall with a stage; a theatre used for drama, dance, etc; a music room; a practical room for art and craft; a refurbished library; several rooms for small group or individual work; a swimming pool, a floodlit multi-use games area; a fully equipped computer room and a 'pavilion' where there is an extra classroom and spaces used for breakfast and after-school clubs, individual music lessons and sports changing.

### **School Aims**

In general terms this is what we are trying to achieve with the children in our care:

- To help the children towards the realisation of their full potential.
- To help the children to develop enquiring minds and the ability to listen, concentrate and apply themselves to tasks.
- To develop children's self-reliance, confidence, and the ability to work both independently and co-operatively.
- To appreciate and value each child's contribution and celebrate their achievements.
- To instil respect and understanding for religious and moral values and tolerance of races, religions and ways of life.
- To help the children learn courtesy, good manners, and consideration for others.

### **School Organisation**

The children are organised into 6 mixed ability classes in each year group with 35 pupils in each class. These classes are carefully put together when children join Ocklynge in Year 3 from the feeder infant schools.

The class teacher will plan the work for all the children in the class and has a trained assistant who will provide extra support for individuals or small groups. Each year group has a senior teacher who is Head of Year/Phase and they co-ordinate the work of the whole year group. After the class teacher they provide useful advice or guidance for parents.

## OCKLYNGE SCHOOL VALUES

We are Responsible -

we work hard, are helpful, reliable, look after property and co-operate with others.

We are Respectful -

we are polite, well mannered, considerate, gentle and understanding of others.

We are Reflective -

we are patient, honest, kind, good listeners, forgiving and admit when we have made a mistake.

We are Resilient -

we do not give up, we try to sort our problems calmly and give things a go.



## **ADDITIONAL INFORMATION FOR CANDIDATES**

### **Application Procedure**

1. Read carefully all the information about this post.
2. Complete the application form as fully as possible. You must use the school application form. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet.
3. In section 'details in support of your application' please tell us:
  - a) Why you are applying for this post.
  - b) How your experience, skills, training and/or qualifications equip you for this position and specifically how you meet the person specification and requirements of the job description.

### **Appointment Process**

1. Suitable applicants will be shortlisted for an interview.
2. If you are successful you will receive an email inviting you to attend an interview. It is therefore important that you give us an email address you access regularly.
3. Candidates called to an interview:
  - a) will be given a tour of the school.
  - b) may have a task/exercise (paper based and/or classroom based).
  - c) will have a formal interview.

### **Pre- Employment Checks**

The successful applicant will be required to:

1. Provide details of two referees who know you in a professional capacity, one of whom must be your current or more recent employer. It is our usual policy to take up references before interview where possible. Employment is conditional on these references being deemed satisfactory.
2. Provide proof of all relevant qualifications.
3. Provide proof of eligibility to work in the UK.
4. Undertake an Enhanced Disclosure and Barring Service check including List 99 check, and receive clearance. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered 'spent'.
5. Complete a Health Declaration form and New Starter Health Assessment Questionnaire.

### **Conditions of Service**

Employment is subject to a number of pre-employment checking procedures - these are given above. The job description may not necessarily be a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder.

### **Policy on Equal Opportunities and Child Protection**

The School is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. The School is opposed to any form of discrimination against any individual or group and welcomes the fact that our School includes a diversity of individuals from many races and cultures. Behaviour which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion will not be tolerated. The school is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Our Child Protection & Safeguarding Policy can be found on our website: [www.ocklynge.e-sussex.sch.uk](http://www.ocklynge.e-sussex.sch.uk)

## JOB DESCRIPTION

DEPARTMENT:	Schools
LOCATION:	Ocklynge Junior School
JOB TITLE:	Swimming Instructor
GRADE:	East Sussex Single Status Grade 7
RESPONSIBLE TO:	Pool Manager, School Business Manager, Headteacher

### MAIN PURPOSE OF THE ROLE

Deliver swimming lessons to an agreed group of pupils from both Ocklynge and other local schools and, on occasions, to outside hirers and private lessons. Maintain the safe running of the swimming pool.

### **Key Tasks**

- Provide swimming tuition to a group of pupils and encourage them to reach their full potential (Own school & other outside hirers)
- Private lessons to understand children's own needs (ie. physical or mental barriers) and the effect this can have on their learning.
- To plan and implement lessons suitable for the age and ability of pupils in accordance with the Equal Opportunities Policy
- Where needed and lesson plans require teach from water and not from poolside.
- Regularly assess pupils abilities and progress and arrange for the award of the appropriate certificates
- Ensure Pool is clean and maintained between all lessons
- Comply with School's Health & Safety Policy and Normal Operating Procedures and Emergency Evacuation plans relating to our pool
- To comply with the internal Risk Assessment.
- To ensure that communication with colleagues is in line with the school procedures. Good teamwork at all times.
- To report immediately to the Pool Manager, Site Team, School Business Manager, Headteacher in the event of emergency.
- Be a key holder and be mindful of all security issues related to the pool and school site.

---

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.*

*It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.*

*This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.*

## PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria	Method of Assessment/ Source of Information
<b>Key Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to effectively prepare lessons including how feedback will be provided to pupils, parents and colleagues on pupils' learning and behaviour</li> <li>• Demonstrate teaching techniques / correct faults. Identify ways to improve performance.</li> <li>• Able to converse at ease with pupils/hirers at all levels and provide advice accurately at all levels.</li> <li>• Ability to evaluate pupils' progress through a range of activities</li> <li>• Ability to work collaboratively with colleagues as part of the school team</li> <li>• Ability to guide &amp; liaise the work of other adults in the learning environment</li> <li>• Ability to recognise and respond effectively to equal opportunities issues as they arise</li> <li>• Ability to ensure all legal policies and requirements are complied with</li> <li>• Ability to complete risk assessments and comply accordingly, reporting immediately any changes in circumstance</li> <li>• Ability to understand and comply with NOP (Normal Operating Procedures) and EAP (Emergency Action Plan)</li> <li>• Deal with accidents, incidents and injuries. Ensure reporting and recording within the schools policy is adhered to.</li> </ul>		Application form & Interview

	<ul style="list-style-type: none"> <li>Ability to keep accurate written records and checklists and report weekly to the Pool Manager &amp; or School Business Manager</li> </ul>		
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>Qualified Swimming Instructor with ASA &amp; or STA swimming qualification Level 2</li> <li>Parent &amp; Child Qualification.</li> <li>Hold ESCC recognised lifesaving/Rescue qualification</li> </ul>	<ul style="list-style-type: none"> <li>First Aid qualification</li> <li>Safeguarding qualification</li> <li>Level 1 ASA or STA but will need another qualified teacher present.</li> <li>Hold a recognised Parent &amp; Baby specialist qualification.</li> </ul>	Application form & Interview
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Knowledge of a range of strategies to establish a purposeful learning environment and to promote good behaviour</li> <li>Knowledge of the key factors that affect the way pupils learn following information from school, parent or hirers.</li> </ul>		Application form & Interview
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working as a Swimming Instructor</li> </ul>		Application form & Interview
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>A commitment to the learning of all pupils</li> <li>A commitment to improving own practice through observation, evaluation training and discussion with colleagues</li> </ul>		