



JOB DESCRIPTION

JOB TITLE	Head of Swimming/Water polo
DEPARTMENT/SECTION	PE
LINE MANAGER	Director of Sport & Assistant Director of Sport
SAFEGUARDING: <i>Forest School is committed to safeguarding and promoting the welfare of children.</i> The postholder will be required to; <ul style="list-style-type: none">• Complete an Enhanced Disclosure and Barring Check (DBS).• Complete Child Protection Training. Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact	
JOB SUMMARY: The Head of Swimming will work with the Director of Sport, to design and lead the short and long-term development of swimming and waterpolo, catering for all ages and abilities and ensuring students have the best possible opportunity to progress within the sport.	
KEY DUTIES AND RESPONSIBILITIES: <ul style="list-style-type: none">• Develop and implement an all-inclusive coaching structure within swimming, including review and improvement where needed across both Prep and Senior School• Play a key role in the coaching of the School Top Squad swimmers during morning and after School training sessions, as well as supporting the development of other keen swimmers in PE and Games lesson.• Develop and promote Waterpolo at Forest ensuring that pupils have access to training sessions and fixtures throughout the year.• Work with the Director of Sport to ensure coaching resources are available for each team and are efficiently deployed and that coaching programmes are developed and in place for the coaching of each team.• Liaise with the Director of Sport to identify staff training needs and organise and deliver a programme of staff development.• Complete registers after each session and follow up on absences.• Develop an appropriate range of swimming galas which gives challenging and realistic competition to all year groups.• Assist the Director of Sport with the identification of potential talented athletes for 11+ and 16+ scholarship.• Participate in the selection process for 11+ and 16+ scholarship.	

- Produce regular reports and ensure that social media is maximised to highlight all positive aspects of swimming at Forest School.
- Build relationships with local swim clubs, staying up to date with latest pathway opportunities for talented athletes.
- Nominate individuals for awards as required (colours) and ensure that appropriate opportunities are made available for individuals to gain representative honours.
- Identify and help plan and organise trips, events, masterclass sessions and similar opportunities that will enhance the overall offering of swimming to students at Forest.
- Work with the Director of Sport to plan the long term development and coaching strategy for swimming.
- Work with the Assistant Director of Sport/Head of Academic PE on analysing swimming footage for GCSE & A-Level PE
- Help with the design and implementation of swimming moderations for Academic PE pupils

TEACHER - GENERIC DUTIES AND RESPONSIBILITIES

Below sets out the generic main duties and responsibilities of any teacher at Forest School. Those holding positions of responsibility have specific job descriptions in addition to the duties described below. Above all, Forest School teachers are professionals who carry out their duties responsibly and with regard for the best interests of their pupils and the School.

Co-Curricular

- Contribute imaginatively to the co-curricular, extra-curricular and sporting programmes of the School as required by the Head of Department, Deputy Head Co-Curricular or the Heads of Section and Preparatory Schools, and be prepared to run or assist with activities beyond lesson times and on Saturdays when required.
- Take part in the outdoor programme of the School in activities ranging from Games to the Duke of Edinburgh's Award and the Combined Cadet Force.

Pastoral

- Ensure that they are familiar with the School's health and safety guidance and be responsible of their own health and safety and that of their pupils.
- If full-time, be prepared to undertake the pastoral role of a form tutor.
- Manage pupil behaviour in the classroom, establish an orderly working environment and ensure the safety and good conduct of the pupils, following the guidance in the Behaviour Policy (and the Disciplinary Framework) and to enforce the pupils' Code of Conduct and Dress Code.
- If present in School, attend assemblies and Chapel, supervising the pupils, unless permission has been granted by the Deputy Warden that they be excused.

Other Professional Duties

- Support and foster the aims of the School.
- Make themselves familiar with the contents of the School's aims and policies and endeavour to follow these closely.
- Carry out such duties, including cover for absent colleagues and examination invigilation, as are allocated to them by their Head of Department or Senior Teachers, punctually and efficiently.
- Attend staff meetings, parents' evenings, Commemoration Day, Inset sessions and similar important functions both in and out of normal School hours, and participate in the main Saturday Open Day for prospective parents and pupils.

- Notify their Head of Department and the Director of Studies as early as possible if they are going to be absent from School and set rigorous, appropriate work.
- Attend relevant in-service training each year, after obtaining the consent of their Head of Department and the Head of School.
- Take part in the School's performance management scheme and appraisal

FOREST SCHOOL'S POLICY AND PROCEDURE

The postholder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Staff Code of Conduct, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested the line manager or Head of Department/Section.