

# Swimming Teacher

## September 2025





# Welcome

**Thank you for your interest in Haileybury. This is an exciting opportunity to join a highly successful school which is moving forward with confidence and a real sense of purpose. Haileybury was last year chosen as the 'Boarding School of the Year' by TES and, in 2023, was announced as the UK's best fully co- educational IB school.**

Haileybury is a dynamic, outward-looking and future oriented school. We want our pupils to leave school with the values, skills and credentials they will need to thrive. We want our provision to be 21st Century relevant. We have recently completed a world class STEM facility, which allows our pupils to take part in research projects no other UK school can offer, and only a handful of other schools around the world can provide. Our attention is now turning to our next set of ambitious ventures.

We are ambitious and we pursue excellence, but Haileybury's success is built on the strength of each person's commitment to doing the very best they can for our school. If you feel excited by the prospect of being a member of a dynamic and successful team, then we would welcome your application.

**Eugene du Toit**  
The Master



# The School

**Haileybury is a co-educational boarding and day school for pupils aged 11-18. There are currently over 900 pupils at the School. Demand for places and pupil numbers has increased dramatically in recent years.**

The Haileybury of today enjoys an excellent worldwide and national reputation. This reputation is primarily based on the very high standard of education that is provided at the School. This was reflected in the report written by the ISI Inspection team who visited the School in October 2022. The report gives a clear picture of a progressive, ambitious school which offers its pupils the very best all-round education. A copy of the report can be viewed [here](#).

Haileybury is a dynamic, outward-looking and future-oriented school. It aims to provide high academic achievement, outstanding pastoral care and a rich and varied co-curricular programme; we want our pupils to leave school as confident, rounded and ambitious individuals. As a large, diverse community, the fundamental values of service, empathy and respect are essential. Pupil voice is important and there are many opportunities for pupils to express their opinions, including an active Pupil Senate. The team of teaching and operations staff are dedicated and highly professional.

Haileybury comprises a dedicated Lower School (Years 7 and 8), a Middle School for Years 9-11 and a Sixth Form of around 360 pupils. All senior pupils are boarders or day pupils in one of the 12 senior Houses. There is also a junior boarding House and a junior day House. The Houses are set within the extensive campus grounds, and most of the teachers are also accommodated within 5 minutes walk of the School. The sense of community at the School is especially strong.

Haileybury has a vibrant academic culture. Its curriculum model is distinct and in the Sixth Form pupils have the choice of following the International Baccalaureate Diploma Programme (IBDP) or A levels. The most popular UK university destinations include Oxbridge and the Russell Group; Haileybury's pupils also achieve places at top North American and European universities.

Haileybury has a strong international dimension with two partner schools operating in Kazakhstan, and one each in Bangladesh and Malta. Haileybury is the sponsor of Haileybury Turnford, a nearby academy, and enjoys a well-established partnership with the school.



Haileybury



# The role

The objective of the **Swimming Teacher** is to be responsible for the safe and student centered delivery of high quality swimming lessons for students of all ages and abilities, with a core age group of 3-15 years.

This is an exciting opportunity to join a newly formed Swim Academy, due to commence in September 2025. The swimming lessons will be delivered to small groups following the Swim England learn to swim framework. The Swimming Teachers are responsible for ensuring the lessons run to time, that all students are comfortable and engaged in the activities taught, and that assessments are clearly documented using the poolside tablet and app provided.

The post-holder must hold a SEQ Level 2 Teaching Swimming qualification.

Swimming Teachers will be employed on a zero hours contract with the following working hours currently available: Tuesday 5:00 pm - 7:00 pm, Friday 4:30 pm - 6:30 pm and Sunday 9:00 am - 12:00 pm. The number of hours available is expected to increase as the Swim Academy becomes more established.

The Swimming Teacher will report to the Swim Academy Manager

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role. This job description will be reviewed annually as part of the School's annual performance review process.



Haileybury

# Responsibilities

- To effectively plan, organise and deliver a wide range of swimming lessons for both children and adults.
- To prepare lesson plans for specific lessons that meet the requirements of the Swim England Learn to Swim Framework.
- Evaluate participants progress on an ongoing basis.
- Support primary school teachers to deliver school swimming lessons by providing clear and precise lesson plans to follow.
- Adapt and innovate teaching approaches to the age, experience and ability of pupils, so they can meet session objectives.
- To have a clear understanding and comply with the swimming programme's health and safety guidelines, operating procedures, safeguarding guidelines, equality and diversity policy, and ensure the rules and regulations of the pool reflect the importance of a safe service and environment.
- Comply with the Swim England Code of Ethics and Code of Conduct at all times.
- To work with other members of the Sports Complex team to carry out administration work associated with the position such as lesson plans, schemes of work, class registers, achievement records and transfers.
- Ensure equipment is prepared prior to the start of lessons, kept in a safe manner during lessons and put away tidily at the end of lessons.
- Equipment must be used correctly and operate in accordance with health and safety guidelines and risk assessments.
- To track records of achievements for participants and test on the appropriate Swim England awards.
- Communicate effectively and give relevant feedback to parents and carers, updating them on progress and development of pupils.
- To support the Sports Complex's participation in any local, regional or national swimming campaigns.
- To adhere to the Sport's Complex's aims, objectives and values.
- Contribute to the Sports Complex's commitment to deliver consistent excellent customer service and provide a professional and positive presence at all times.
- To maintain vigilant supervision of pupils during the lesson to ensure their safety and welfare
- Maintain class registers, head count at the end of the lesson before returning to parents or carers.
- To maintain appropriate swimming teaching and lifesaving qualifications, and undertake appropriate training as required for the position.



# Other requirements

## **Safeguarding and Child Protection**

All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

## **Health and Safety**

In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.

Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

## **Equality and Diversity**

Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

## **Code of Conduct**

Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

## **Data Protection**

All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.



# Person specification

## Qualifications, Knowledge, Skills & Experience

### Essential

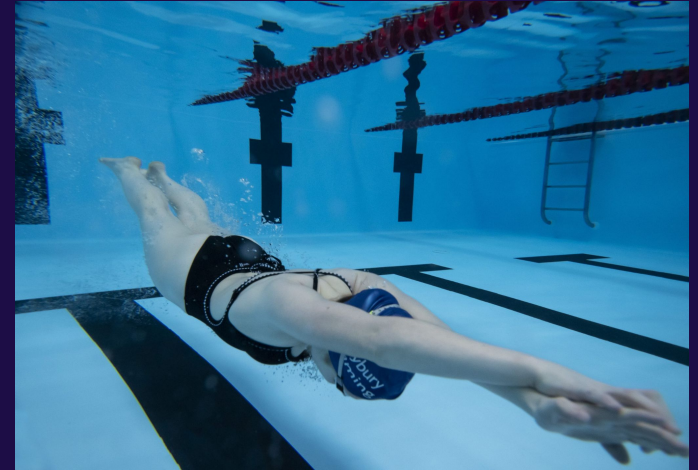
- SEQ Level 2 Teaching Swimming
- SEQ Level 1 Swimming Assistant (Teaching)

### Desirable

- National Rescue Award for Swimming Teachers and Coaches
- First Aid at Work Certificate
- RLSS National Pool Lifeguard qualification
- Health & Safety qualifications
- Safeguarding qualification

## Personal Attributes

- Enthusiastic and positive attitude towards swimming
- Strong communicator
- The ability to inspire confidence and motivate swimmers
- Perseverance and patience
- The ability to encourage people and put them at ease
- An understanding of how to capture people's interest in a teaching session
- Professional, punctual and well-organised
- Confident and self motivated
- Honest and reliable





# Benefits

Staff have the opportunity to utilise the School's wonderful facilities including fitness suite, swimming pool, and tennis centre, at certain times, and participate in the Cycle to Work scheme.

Other benefits include pension and group life assurance.

Professional development and learning sit at the heart of the School, and the successful post-holder will be joining a vibrant intellectual community.

Our staff body is collegiate and supportive, and staff wellbeing is prioritised. The School has a full-time Health and Wellbeing Centre and Chaplain.





# Application process

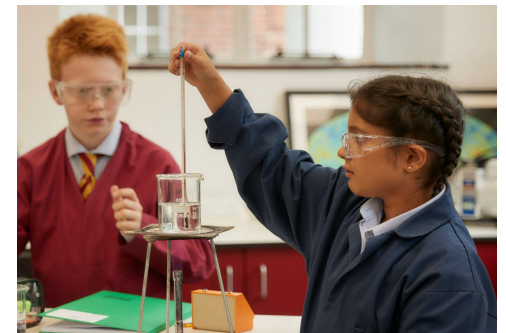
To apply for this position, please complete the application form in full, with reference to the candidate brief, and return it to [hr@haileybury.com](mailto:hr@haileybury.com) by **midday on Wednesday 9 July 2025**.

Please be aware that we cannot consider an application unless the application form has been filled in completely, including details of your full employment history.

The School reserves the right to make an appointment before the closing date; candidates are therefore encouraged to apply as soon as possible.

The School has a diverse pupil body and is committed to its strategy of equal opportunity, diversity and inclusion. We encourage applications from candidates with a wide range of backgrounds to enrich our collective knowledge and experience. Appointments will be made on merit.

Haileybury is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants for the above post must be willing to undergo child protection vetting, including reference checks with previous employers, prohibition checks and a criminal record check via the Disclosure and Barring Service.





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