



# Kimbolton School

CAMBRIDGESHIRE



**APPLICATION PACK**

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# Welcome

Kimbolton School is committed to recruiting, developing and retaining high calibre teaching and non-teaching staff for our outstanding [HMC school](#). All our staff, regardless of role, play an important part in the provision of our first-class education.

## Teaching Staff

We employ teachers who are conscientious, imaginative and committed to educating the whole person. Our continuous professional development scheme provides all academic staff with an opportunity to reflect on their practice and continue to develop their teaching and pastoral skills to the benefit of all pupils. We expect teachers to be fully involved in the extra-curricular life of our school too, encouraging pupils in their wider development through music, sport, drama, art, CCF, clubs, societies and trips. Sometimes these are out-of-hours, at weekends or during school holidays.

## Non-teaching Staff

Our non-teaching staff fill a wide variety of roles, both part- and full-time and some of them term-time only. They are very much part of our wider team and contribute to, and benefit from, the happy and positive feel of our school.

The School recognises that an important element in safeguarding our pupils is a robust recruitment process that incorporates measures to deter, reject, or identify people who might abuse children, or who are otherwise unsuited to work with them. In addition, recent government guidance, "Safeguarding Children – Keeping Children Safe in Education Sept 2021, specifically Part 3", as well as specific guidance from the National Minimum Standards for Boarding Schools, help to form the basis of school policy. For further information about Kimbolton School's commitment to Safer Recruitment, please visit our Policies page to read our Safe Recruitment Policy at [www.kimbolton.cambs.sch.uk/policies](http://www.kimbolton.cambs.sch.uk/policies).

You will find in this Application Pack further details about this exciting opportunity to join our friendly and enthusiastic staff team. Please refer to the Method of Application for details on how to apply. We look forward to hearing from you.



# Swimming Teacher

**Required as soon as possible**

## The School

Kimbolton School was founded in 1600 and currently educates approximately over 1,000 children aged 4-18 in a co-educational, predominantly day environment (Monday to Saturday), although there are approximately 50 boarders. The Senior School is located around Kimbolton Castle while the Preparatory School is housed to the west of the village on the original Grammar School site. The School employs approximately 400 staff and also owns a subsidiary company, Kimbolton School Enterprises, which transacts all non-charitable trading activity.

Further information about the School can be found on the School website at [www.kimbolton.cambs.sch.uk](http://www.kimbolton.cambs.sch.uk).

## Commitment to Safeguarding

Kimbolton School is dedicated to safeguarding and promoting the welfare of its boarding and day pupils, regardless of age, ability, race, culture, religion, sexuality or class. Safeguarding is integrated into the School ethos. It is the duty of all members of staff including full-time, part-time and volunteers, both teaching and support, to play an active role in ensuring the safety and promoting the welfare of the children in the School's care. Safeguarding is everyone's responsibility.

## Kimbolton School Swimming Pool

Our 25-metre pool offers a wide variety of public swimming and lessons throughout the year to the local community (subject to the school timetable). The pool is also available for hire to schools and swimming clubs in the area. We provide lessons on a term-time basis from Parent and Child classes all the way through to Squad Development sessions for advanced style swimmers. During the School holiday we offer Crash Course swimming lessons and One-2-One lessons.

Kimbolton School Swimming Pool is a RLSS Approved Lifeguard Training Centre. As an Approved Training Centre the pool undergoes regular inspection to ensure it is maintaining strict standards for lifeguard training and the teaching of NPLQ courses.

## The Role

We seek to employ fun and enthusiastic swimming teachers to join our team providing lessons to children of all ages and swimming abilities. We pride ourselves on being a well-established lesson

scheme within the local area and are looking for candidates who have a passion for swimming and are able to tailor their teaching techniques to suit a broad range of abilities.

We are currently recruiting for hours on a Monday, Wednesday and Friday - 4.30-6.30pm. In the future, there may also be the opportunity to gain extra hours on a Saturday. Crash course swimming lessons and One-2-One provision during the School Holidays is offered out equally.

## Duties and Responsibilities

- To plan and deliver exciting and engaging swimming lessons following Kimbolton Swimming Academy scheme
- To instruct and develop swimming ability to all ages
- Have the ability to teach on a 1:1 basis as well as group lessons
- To supervise pupils in the lessons
- To deal with customer and parental enquiries when required
- To follow the pool's Normal Operating Procedures at all times
- To abide by the rules and regulations of Kimbolton School and Kimbolton Swimming Pool
- To carry out termly testing of pupils
- To write termly swimming lesson reports on pupil's progress
- To use positive and reinforcing language when providing feedback to both students and parents
- To set up and tidy away any pool teaching equipment used
- To liaise with Pool Managers regarding any changes to pupils grouping/progress
- To be flexible in your working hours to help cover absences
- To hold a Level 2 or above ASA / STA teaching qualification
- To adhere to Kimbolton Schools Health and Safety policy
- To attend annual safeguard training when required
- To be responsible for the pupil's safety at all times
- To liaise with the pool staff and other swimming teachers
- To act in a professional manner at all times
- To be punctual and have great communication skills
- To wear correct uniform at all times
- To advise of any absences as far in advance as possible
- Any other duties that may be reasonably required from time to time.

## Person Specification

- Excellent time-keeping and organisational skills
- Ability to manage and organise a class effectively
- Excellent communication skills with the ability to communicate with both children and adults
- The ability to plan and deliver engaging lessons and encourage pupils progression

	Essential	Desirable
<b>Qualifications</b>		
ASA Level Two Swimming Teachers Qualification or equivalent	<b>X</b>	

Current NPLQ or NRASTC		X
First Aid Certificate		X

## Terms and Conditions

<b>Accountable to:</b>	Bursar
<b>Responsible to:</b>	Pool Managers
<b>Hours of Work:</b>	Available hours are Monday, Wednesday and Friday evenings - 4.30-6.30pm. Holiday teaching work offered equally.
<b>Remuneration:</b>	£18.12 per hour (£20.66p/h including holiday pay) based upon an ASA Level Two Swimming Teachers Qualification.
<b>Additional benefits:</b>	Free on-site car parking; free access to a fully equipped Gym and Swimming Pool.
<b>Referees</b>	The names, addresses and telephone numbers of two professional referees are required. Referees will not be contacted without the permission of the applicant.

## Method of Application

Please email a letter of application, together with the completed Application Form and Supplement to the Application Form to:

Human Resources, Kimbolton School, Kimbolton, Huntingdon, Cambridgeshire PE28 0EA at [recruitment@kimbolton.cambs.sch.uk](mailto:recruitment@kimbolton.cambs.sch.uk).

**The closing date for applications is: 9.00am Monday 6<sup>th</sup> June 2022.**  
**Interviews may take place before the closing date.**

**Kimbolton School is committed to the highest standards of safeguarding and implements a rigorous and robust recruitment process that gathers and evaluates child protection relevant evidence about candidates. All posts are subject to satisfactory completion of an Enhanced DBS check and proof of right to work in the UK.**

## Notes

The post holder is required to operate within school policies and procedures, including Health and Safety.

Kimbolton School is an equal opportunities employer.

Kimbolton School operates a No Smoking policy on the Estate.

Under the Guidelines Safeguarding Children: Safer Recruitment and Selection in Education Settings June 2005, Kimbolton School reserves the right to request age related information from the candidate.

Kimbolton School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post. It is an offence for any organisation to offer employment that involves regular contact with young people under the age of 18 to anyone who has been convicted of certain specified offences, or included on lists of people considered unsuitable for such work held by the Department of Education. It is also an offence for people convicted of such offences to apply for work with young people. The successful candidate is subject to satisfactory completion of an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or final warnings as well as convictions. Further information about the Disclosure scheme can be found at [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service). All employees will be expected to abide by the School's Safeguarding Code of Conduct and will attend Safeguarding training.

A copy of the School's Safeguarding Policy can be found on the website [www.kimbolton.cambs.sch.uk/policies](http://www.kimbolton.cambs.sch.uk/policies).