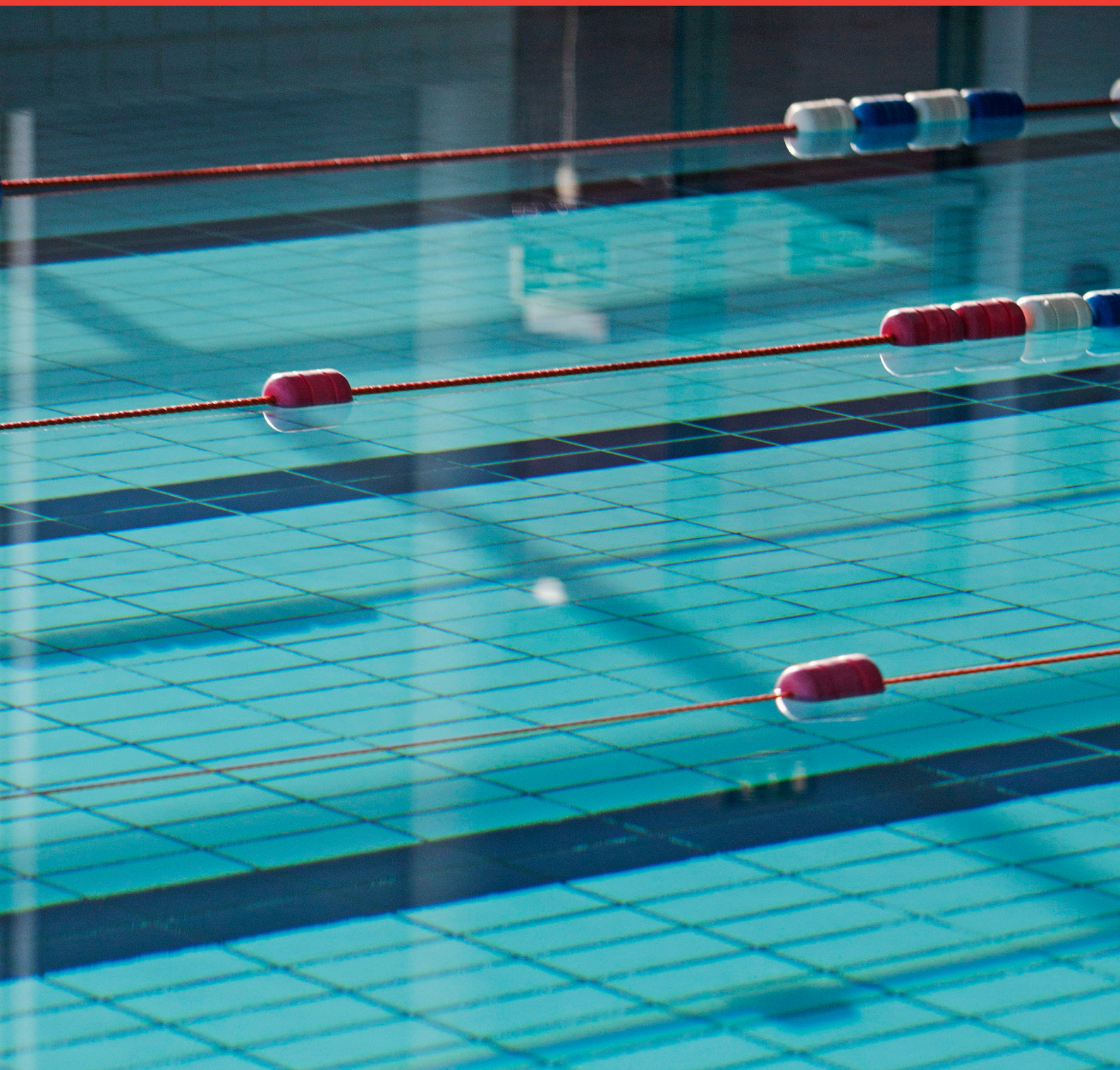




SENNOCKE CENTRE
SEVENOAKS SCHOOL SPORTS CENTRE

SWIM TEACHER





THE SCHOOL

Founded in 1432, Sevenoaks enjoys a global reputation as a centre of academic excellence and a flagship school for the International Baccalaureate. A co-educational day and boarding school, it offers a stimulating, intellectually demanding and balanced education for over 1200 students from ages 11 to 18.

Sevenoaks is one of the world's leading IB schools, having taught the International Baccalaureate for over 40 years. For nearly 20 years, all Sixth Form students have taken the full IB Diploma with consistently outstanding academic results which are testament to the school's experience and commitment to the programme.

The school is one of the largest employers in the local area, employing staff in a wide variety of roles, and aiming to be an employer of choice for top staff from around the world. We offer our staff a competitive range of benefits and are in the process of developing a range of progressive employment policies and opportunities for personal and professional development. All Sevenoaks staff are encouraged to enjoy facilities such as our sports centre and pool, attend performances at our performing arts centre, and get involved in service activities within the local community. We strive to promote the positive mental and physical health of all staff, and are committed to ensuring that equality, diversity and inclusion are at the very heart of our culture and community. We believe every member of the school community should feel welcomed, included and valued.

THE CAMPUS

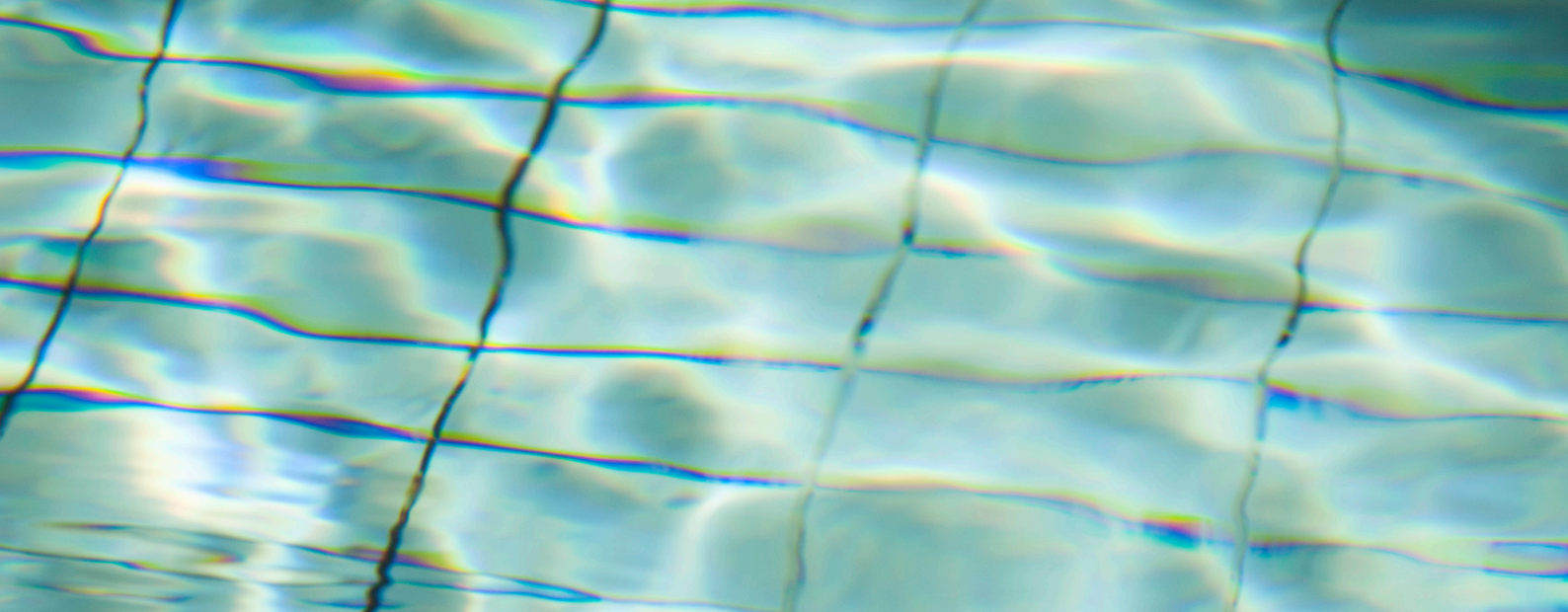
The school is situated in the Kent market town of Sevenoaks and has a prime position at the top of the high street. The 100-acre site, which includes several listed buildings and attractive gardens, is beautifully landscaped and adjoins the medieval deer park of Knole. London is only a 30-minute train ride away and the school is in commutable distance from several Kent towns including Orpington, Tonbridge, Tunbridge Wells, Bromley, Kings Hill and Dartford.

Recent developments on campus include a superb sports centre, a state-of-the-art performing arts centre, a world-class Science and Technology Centre and a Global Study Centre for the Sixth Form. Our campus has earned several architectural awards, including two RIBA National Awards (2019, 2022).

With eight distinctive and comfortable boarding houses, our boarding community is fun, friendly and busy.

THE SENNOCKE CENTRE

The Sennocke Centre is a multi-million pound sports venue. Its primary purpose is the provision of sports facilities and specialist coaching to the students at Sevenoaks School. When not in use by the school, the resources and facilities of the centre are available for commercial and community use for membership activities, performance coaching and courses. Membership is available to staff, parents and alumni of Sevenoaks School.



The facilities include a 25m six-lane swimming pool, fitness suite and weights room, studio, three glass-backed squash courts, three indoor tennis courts, an eight-court sports hall, rock and rope climbing area, physiotherapy room and a servery/ meeting room. Outdoor amenities include an athletics track, tennis courts, floodlit hard courts and astro and grass pitches with pavilions.

Our aim is to provide opportunity and excellence for all and we want every user of the Sennocke Centre to feel inspired and motivated to achieve their sporting best.

REPORTING

The Swim Teacher will report directly to the Activities Co-ordinator (or in their absence, the Operations Manager and Assistant Operations Manager).

PURPOSE OF THE JOB

Required to deliver swimming lessons primarily to young children over 4 years within the community through the development and delivery of the centre's 'Learn to Swim' programme.

MAIN DUTIES AND RESPONSIBILITIES

- To deliver ASA/STA (as applicable) accredited lessons in line with the National Teaching Plan Scheme, involving both pool side & in water teaching; to include area & equipment preparation & storage; as well as register administration, lesson plans and pupil evaluation.
- To provide pupil assessments in line with specified timeframes, maintaining up-to-date registers and awards records accordingly. Storing and using personal data in line with school & GDPR policies.
- To maintain accurate records.
- To liaise with the Centre's Activities Co-ordinator; lesson participants and where applicable their parents/ guardians.
- To ensure that all activities are conducted in accordance with the Health and Safety, Child Protection and Code of Conduct policies set by Sevenoaks School and The Sennocke Centre (as appropriate), taking immediate action to report accordingly.
- You are required to undertake necessary training, as set out by the industry, in order to maintain a valid lifesaving; child protection and teaching qualification as well as attend NTPS update seminars and other centre training and meetings as required.
- To report all incidents/issues to the Activities Co-ordinator (or other member of operational staff as appropriate).
- To be familiar with the Sports Centre's NOP's & EAP's.
- Employees to wear uniform provided at all times.
- To attend regular training, as required to support the post, including personal development.



PERSON SPECIFICATION

- ASA/STA Level 1 or 2 - Swim Instructor.
- Experienced in the regular delivery of teaching Stage 1 to 10.
- Evidence of child protection training.
- Demonstrate past CPD attendance.
- Good spoken & written English language.
- Ability to assess participants ability against course criteria objectively.
- Ability to engage appropriately with Manager/ Teachers/Parents.
- Physically able to set up and clear equipment.
- Able to teach in and out of the water as required.
- Rescue Qualification is desirable.

NOTE

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the school in relation to the post holder's professional responsibilities and duties. We are looking for an individual who is adaptable, flexible and willing to carry out the wide range of duties that are likely to be required to make a success of this role.

HOURS AND RATES OF PAY

The Swim Teacher will be self-employed on a rate of £24.00 per hour including holiday pay.

Remuneration rate will be for teaching provided, and includes the additional preparation required

for the role. You are also responsible for ensuring you undertake appropriate mandatory CPD necessary for the role and providing the Assistant Operations Manager with evidence of this.

The Swim School Hours:

- Tuesday: 16:30 – 19:00
- Thursday: 16:30 – 19:00
- Friday 16:15 – 18:15
- Saturday 9:00 – 13:00

Initially we would prefer the successful candidate to be available for the Thursday Swim School hours.

Flexibility in these working hours may be required to meet the demands of the role during peak times.

CHILD PROTECTION

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the school's Safeguarding Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral).

OFFER CONDITIONS

Sevenoaks School is committed to safeguarding and promoting the welfare of children, therefore, the offer of employment is subject to the satisfactory completion of a number of



background checks including but not limited to an enhanced DBS check with Children's Barred List check, the taking up and verification of references and the verification of career history and fitness to undertake the role. The complete list of required checks will be provided to the successful candidate.

HEALTH AND SAFETY

Under the Health and Safety at Work Act 1974 and subsequent legislation, the school is obliged to provide you with a workplace and working conditions which so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others.

APPLICATION

If you wish to be considered for this role, please complete the online application form at <https://www.sevenoaksschool.org/work-at-sevenoaks/>.

The closing date for applications is 05/10/2026.

The form must be completed in full and submitted electronically. CVs can also be submitted but cannot replace any information on the application form, which should be submitted in full.

Applications will be reviewed on a daily basis and interviews may occur at any stage. The school reserves the right to appoint at any stage of the recruitment process. We therefore invite interested candidates to apply as soon as possible rather than working to the closing date.

At Sevenoaks School our mission is to ensure that students secure their full potential. We prepare young people for life in a modern, global society and seek to provide every student with excellent role models. Having a diverse staff enhances our school community and we warmly welcome applicants from all backgrounds.

Please contact the Human Resources Office at humanresources@sevenoaksschool.org or by telephone on 01732 467740 if you have any questions about a completed application.