



CHESHAM PREPARATORY SCHOOL

Job Description

Swimming Coach (Maternity)

Responsible to:	Headteacher, Director of Sport and Head of Swimming
Working hours:	Monday to Friday, 7.30am - 12.00pm
Contract type:	Maternity cover, Term Time only

Coaching

- Prepare and deliver lessons that are appropriate to the Physical Education curriculum. This should involve planning, with appropriate liaison with the Head of Swimming and Director of Sport.
- Teach swimming and other aquatic lessons throughout the school across the year groups.
- Teach stimulating lessons, tailoring objectives to the educational needs of the pupils assigned to the class and in an holistic manner which will enable each child to achieve (relative) excellence in their sporting pursuits.
- Keep up-to-date and have awareness of current, significant initiatives in education and in the teaching of sport and, in particular, swimming.
- To support the sports department as a whole, and to assist in the delivery of physical education lessons and any other land-based activities should, on rare occasions, these lessons replace swimming lessons.

Range of Duties

- Assess, record and report on the individual development, progress and attainment of pupils according to the school's agreed policy.
- Contribute to professional reports, including end of year reports, for Swimming.
- Attend staff meetings, open days and training days. Participate in meetings relating to matters academic, pastoral or administrative, as reasonably agreed with the Headmaster.
- Establish effective working relationships with professional colleagues and associate staff, both teaching and non-teaching.
- Establish and maintain good relationships with parents/carers.
- Cover other lessons as required.
- Carry out duties as reasonably requested by the Head of Swimming, Director of Sport, Headmaster or Deputy Head.
- Carry out pool tests and report any discrepancies to the Head of Swimming.

Supporting the School

- Register the attendance of pupils when required and supervise pupils, whether these duties are to be performed before, during or after school time.

- Maintain confidentiality about home-school/pupil-teacher/schoolwork matters.
- Complete any other task as reasonably directed by the Headmaster, in the best interest of the pupils and the school.
- Communicate regularly and freely with other teachers; exchange views on teaching methods and individual children. Embrace new practices as and when appropriate.

Discipline, Health & Safety

- Maintain good order and discipline among the pupils and safeguard their health and safety, both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- Emphasise and ensure the highest standards of safety and safe methods of working in such areas where potential hazards exist.
- Demand high standards of work and behaviour and where these are not observed use encouragement and where necessary sanctions to obtain the required improvement.
- Communicate to pupils that they must take a reasonable attitude to the books and equipment with which they have been provided and that they will be charged for any damage inflicted on school property.
- Notify the Designated Safeguarding Lead of any concerns regarding children's safeguarding or welfare.
- Be responsible for taking reasonable care of your own safety, that of pupils, visitors, temporary staff, volunteers and contractors. Co-operate with the Headmaster, the Bursar and members of the Senior Management Team in order to enable the Governors to comply with health and safety duties, reporting any risks or defects to the Bursar.

Safeguarding & Pastoral Responsibility

Chesham Prep is committed to safeguarding and promoting the welfare of children. All staff share this responsibility.

- Report any concerns about a child's welfare or safeguarding to the Designated Safeguarding Lead (DSL) without delay.
- Maintain good order and support the health, safety, and wellbeing of all pupils, both on school premises and off-site.
- Follow all relevant school policies, including those relating to health and safety, data protection, and behaviour.
- Take reasonable care for your own safety and that of colleagues, pupils, and visitors; report any hazards to the appropriate person.

Professional Standards

- Behave with professionalism, integrity, and warmth at all times. Support the school. Foster and help to develop the school ethos, values and standards.
 - Maintain high standards of appearance, punctuality and conduct, setting a positive example for all children.
 - Uphold and actively contribute to the school's ethos, values, and standards.
 - Adhere to the school's code of professional conduct and all relevant policies.
 - Treat all members of the school community, children, families and colleagues, with courtesy and respect
 - As a driver you will often be the first point of contact of a morning for parents and pupils, it is important that you are professional and welcoming to all those you come into contact with.
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This job description reflects the current requirements of the post. It may be reviewed and updated from time to time in consultation with the post-holder.

October 2026 | This role is a Regulated Activity as defined by the Disclosure and Barring Service