

## Woodhouse Primary School

### Job Description

This job description outlines the main duties and responsibilities under broad headings only, as it is not possible to specify every item in detail.

<b>Job Title</b>	Standback Observer
<b>Grade</b>	APT&C Scale 1 point 3
<b>Accountability</b>	The Headteacher and the Swimming Instructor
<b>For whom responsible:</b>	Groups of pupils from YR-Y6

#### The purpose of the post

1. To observe and supervise pupils before, during and after swimming sessions
2. To ensure the safety of pupils throughout the swimming session.

#### KEY AREAS

- 1 Pupil Support
- 2 Curriculum Activities
- 3 General

#### DUTIES AND RESPONSIBILITIES

##### Pupil Support

- Supervise and escort pupils between the classroom and swimming pool.
- Under the guidance of the Swimming Instructor observe and supervise pupils before, during and after swimming sessions
- Under the guidance of the Swimming Instructor, understand the pool evacuation procedures.
- Under the guidance of the Swimming Instructor, understand the pool's risk assessment and operating procedures
- Under the direction of the Swimming Instructor, ensure that pupils' needs and opportunities are met appropriately
- Follow the school's Intimate Care Policy and procedures
- Establish productive working relationships with pupils, acting as role model and setting high expectations

##### Teaching Support

- Under the guidance of the Swimming Instructor undertake duties in accordance with school practices and procedures, ensuring the philosophies of the school are upheld and promoted.
- Under the supervision of the Swimming Instructor support the social and physical development of the pupils.
- Promote positive pupil behaviour, dealing promptly with inappropriate conduct and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.

##### General

- The postholder's duties must at all times be carried out in compliance with the school's policies.
- Take reasonable care of the health and safety of self, other people and resources whilst at work, including taking immediate action in the event of hazardous substance spillages (see pool procedures)

- Co-operate with the management of the school as far as is necessary to enable the responsibilities placed upon the school under the Health and Safety at Work Act to be performed, e.g. operate safe working practices.
- Assist in achieving the effectiveness of the agreed aims relating to the curriculum, School Development Plan and the policies of the Governing Body.
- Be an effective member of the school team, working co-operatively with other members of staff.
- Participate in a review of your achievements to date and possible future training and development needs.
- To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the postholder's supervisor from time to time, in consultation with the postholder
- Undertake any reasonable task the Headteacher may identify in time of emergency or need.

Date .....

Signed..... Postholder

Date .....

Signed..... Headteacher