



Stamford American
INTERNATIONAL SCHOOL

JOB DESCRIPTION

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Position Title	Swim Teacher Assistant cum Lifeguard	Reference: 190820
Function/Department	Athletics/Aquatics Department	Location: Stamford Woodleigh Campus
Manager Title	Aquatics Director	
Position Type	2yr Fixed Term	
Position Status	Full Time	

Position Objectives

The role of the Teacher Assistant is essentially to assist the Academic Teachers in the delivery of the aquatic education program within the classroom/swimming pool and support the activities within and outside the classroom/ swimming pool to ensure students are safe, happy and learning in a positive and nurturing environment. In addition, the role involves wider support and delivery of the learn-to-swim and swim academy program.

Responsibilities

The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the relevant Cognita Safeguarding and Child Protection Policy and Procedures at all times. If, in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Designated Safeguarding Lead, Head of School, or to the Cognita Regional Safeguarding Manager.

Main Responsibilities:

- Assist with the teaching of learners in curriculum swimming lessons
- Assist the Aquatic Director and PE Department in keeping aquatic resources up to date and in good condition
- Supervise PE classes before and after their PE lessons to ensure student safety and maintain Health and Safety ratios
- Be responsible for setting up and packing up of pool/area on a day to day basis
- Coach swim academy squads and/or learn-to swim, as directed
- Assist with Meet organization and/or entries
- Attend meets on the weekends and after school, where reasonable
- Be flexibility to meet the demands of the swimming program, including some early mornings and evening trainings
- Assist with general duties related to aquatics as required

Relationships:

- Develop trusting and effective relationships with all students
- Establish supportive and positive working relationships with all other members of staff
- Be visible across the whole school and represent its community

Educational role:

- Work in close partnership with the P.E. Specialist/Class teacher to establish an appropriately child-centered learning environment



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- Participate in the preparation, planning and delivery of learning activities for the children during class
- Be present and in the water with the children as PE class instruction may dictate
- Work with individuals and groups of children under the direction of the Aquatic Director/ Head of PHE/PHE Specialist/Class teacher
- Coordinate with the PHE teachers to ensure that the classroom environment/pool area is well managed, properly ordered and neatly presented while constantly observing and reporting on areas that may be hazardous or present potential risk to the pool users

Extended professional role:

- Contribute towards the whole-school team spirit by promoting the philosophy and policies of the Stamford American International School
- Cover the class responsibility for the teacher, if necessary
- Supervise the children at break/lunch and other unstructured times
- Ensuring that the children are safe and secure at all times

Lifeguard Role

- Maintain constant poolside surveillance of students; act immediately and appropriately to secure safety in the event of emergency; provide emergency care and treatment as required until the arrival of emergency medical service
- Enforce rules of the pool in accordance with school policy
- Ensure that facilities are booked, maintained and equipment is well managed
- Prepare the pool ahead of sessions to ensure safe, clean and relevant resources are available and in good condition; store equipment and resources to keep the area tidy and safe
- Prepare and maintain appropriate reports; ensure administration logs and checks are completed and current
- Assist with the continual review and update of Health and Safety items, including Risk Assessments

General:

- Any other reasonable duties as delegated by the School Management

Position Requirements

- At least 1 year of experience in working with children or relevant educational certificate/diploma required
- Lifeguarding experience in pool environment
- Competitive swim experience desirable
- Ability to work collaboratively in team environment
- Interpersonal skills and ability to relate confidently to parents and students
- Computer literate (Microsoft and Google applications, Hytek and Team Unify software, Apple hardware)
- Ability to work under pressure and demonstrating initiative is essential
- Embody the Stamford Values – Courage, Ingenuity, Compassion, Integrity

Qualifications

- Diploma or degree
- Swim Teaching qualification
- Lifeguarding qualification

Contacts

The Swim Teacher Assistant will develop and maintain effective working relationships with:

- Other Stamford teaching staff and non-teaching staff (Coaching, academic and administrative)
- Lead Swim Coach, Assistant Swim Coaches, Learn to Swim Manager
- Parents and students
- Parent Teacher Association
- ACSIS, SEASAC, and Singapore Swimming Association
- Reports to Aquatic Director



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Working Conditions

- School Environment
- Working hours 8:30am to 4:30pm, Monday to Friday
- School holidays are paid but not required to work. Expected attendance for staff days and training days
- Occasional weekend work may be required to support the aquatic program

Terms of Employment

- Annual Leave: 21 working days (taken during school holidays only, preferred)
- Medical Benefits: Local medical insurance provided the applicant is not currently covered
- Sick Leave/Hosp: 14 days' sick leave and 60 days' hospitalization leave, including sick leave
- Probation Period: 3 months from date of commencement
- Referee request: Required
- Background Check: Required
- Certification: Maintenance of lifeguard qualification and training updates
- Commencement date: