



HARROW
BEIJING

Leadership for a better world

JOB DESCRIPTION

I. Job Information

Job Title:	PE Assistant (Lifeguard)
Department:	PE
Duration of Appointment:	1 year fixed term (renewable)
Line Manager's Job Title:	Head of Aquatics

II. Job Specification

Main purpose of job:

To carry out the duties and responsibilities of the post in accordance with the school's policies and procedures under the direction of the Head of Aquatics.

Provide key results to be achieved by this position and a breakdown of the main duties and responsibilities, as well as the percentage of time they occupy:

Key areas of accountabilities	Main duties & responsibilities to support achieving accountabilities	% of time
1. Supervising swimmers	<ul style="list-style-type: none">- Arrive in good time before the lesson start time and to ensure facilities are set up appropriately.- Ensure safe provision of all equipment and ensure it is used correctly and to operate within Health & Safety guidelines and undertake risk assessments.- Welcome all participants/swimmers in a professional and friendly manner.- Ensure the lesson programmes are safe and appropriate to the needs/abilities of the participants involved and provide supervision and assistance to all participants.- Maintain continuous surveillance of people in swimming pools- Proactively identify hazards or potential hazards and take measures to prevent accidents- Provide swimming lessons and swim team coaching when required	50%



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2. Equipment and water safety management	<ul style="list-style-type: none"> - Ensure that water sports within the parameters of set rules and regulation - Ensure that all pool equipment is stored safely and that any lost items are kept in a safe place - Check safety of rescue tubes and buoys and perform needed maintenance - Maintain a clean environment in and around the pool - Treat the pool with appropriate concentration of chemicals on a regular schedule - Maintain accurate records of pool use and chemical levels 	30%
3. Water rescue and first aid	<ul style="list-style-type: none"> - Call out warnings to people who may be in imminent danger - Immediately provide rescue in the event of drowning or swimming incidents - Perform first aid and CPR according to the demands of adverse situations - Ensure that all relevant qualifications are kept up to date 	10%
4. Other	<ul style="list-style-type: none"> - Cover for absent colleagues in the PE department as required - Assist with all major sporting events 	10%
Resources managed – line management and financial resources:		Line management: N/A Financial resources managed: N/A
Key working Relations and network	<p>Internal:</p> <ul style="list-style-type: none"> - Teachers - Facility Team <p>External:</p> <ul style="list-style-type: none"> - Pupils - Local Service providers 	

III. Person specifications

1. Core Values to be demonstrated by the job holder:

Harrow Key Value	Underpinning statements
Leadership for a better world	Contributing Positively to Community
	Applying Knowledge with Compassion
	Solving Problems Collaboratively



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	Solving Problems through Communication
	Making Just Choices
	Facing Challenges with Determination

2. Functional Competencies to be demonstrated by the job holder:

For a non-manager's role:

	Name of Competence
Competence 1	Managing self and resources
Competence 2	Delivering results
Competence 3	Customer focus
Competence 4	Problem solving
Competence 5	Team work
Competence 6	Communicating
Competence 7	Learning and development

3. Specific specialised knowledge, professional skills, qualifications or experience required for this job:

<u>Minimum Academic Degree required</u> <ul style="list-style-type: none">- A college in Sport/ Sports Science is desirable
<u>Professional skill and knowledge required</u> <ul style="list-style-type: none">- Thorough knowledge and application of lifeguarding/rescue techniques- Knowledge of pool equipment and maintenance.- Knowledge of lifesaving methods and procedures, including first aid and standard resuscitation measures.- Knowledge of rules and regulations governing conduct of the public at pools.- Knowledge of swimming pool sanitation and chlorination systems.- Ability to react quickly and calmly in emergencies.
<u>Minimum Qualifications</u> <ul style="list-style-type: none">- Lifeguard Training and First Aid Training Certificate- Professional Rescuer Cardiopulmonary (CPR) Certificate is desirable.
<u>Experience</u> <ul style="list-style-type: none">- At least 1 year of lifeguarding experience- Experience teaching swim lessons or coaching swim team is highly desirable
<u>Language</u> <p style="text-align: center;">Confidence Intermediate Operational Extensive</p>



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Chinese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
English	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
IT Skills - Microsoft Office and knowledge of relevant softwares.				

3. Other job-related or local special factors not mentioned above:

3.1 Non – criminal record issued by police authorities must be provided by the selected candidate.
3.2 Harrow Beijing is committed to safeguarding and promoting the welfare of children and young people and expects all staff and those connected to the school to share this commitment.
3.3 Travel frequency <input checked="" type="checkbox"/> No travel required <input type="checkbox"/> Occasional travel required <input type="checkbox"/> Frequent travel required

Jobholder's signature		Date	
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