



# Bottisham Village College

Achievement through Inspiring, Caring, Enriching

Principal: Mrs Jenny Rankine

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JR/kl

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Dear Applicant

## Casual Swim Instructor

Thank you for your enquiry about the post of **Casual Swim Instructor** at Bottisham Village College's Sport Centre. I hope that this pack gives you all the information that you need at this stage and that we can look forward to your application.

If you would like to know more about what a great place this is work, and to explore your development opportunities, please visit our website <http://www.bottishamvc.org/sportscentre/>

Please send your completed application form, together with a letter of application to Katy Limmer (HR Officer) [hr@bottishamvc.org](mailto:hr@bottishamvc.org).

Yours sincerely

**Mrs Jenny Rankine**  
Principal





## Information for applicants



*Bottisham Village College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*

### About Us

Bottisham is 5 miles East of Cambridge, just off the A14 trunk road. The Village College is a eight form-entry mixed 11-16 comprehensive school and serves twenty one villages in the area bordering Cambridge and east to Newmarket. The school is heavily oversubscribed with 1160 students on roll, rising to 1500 in next 5 years.

We are committed to providing an outstanding education to all of our students, enabling them to develop into mature, independent young people, ready to take their place in society. We have extremely high expectations and work with commitment and dedication to enable all students to have the opportunity to achieve their full potential, both academically and socially. The school community values all our staff, students, parents and carers and their contribution to our successes and achievements.

<http://www.bottishamvc.org/college-information/cultural-values>

The College was opened in 1937 as the second of the Cambridgeshire Village Colleges. These were the forerunners of community education in this country and are still committed to lifelong learning in its widest sense. The vision of their founder, Henry Morris, was that schools should be at the heart of their communities, open to all and that they should offer an attractive and stimulating environment for learning. Bottisham Village College continues to aspire to this vision.

<http://www.bottishamvc.org/college-information/teaching-at-bottisham/>



This is an exceptionally exciting time for the college for a candidate to join us. Following a very busy 18 month period, the College's £17 million Capital build (Phase one) has been completed giving the College additional resources including a large performance hall, new dining facilities, larger music department, dance studio, new library and English and maths classrooms.

Phase two is on track to be completed by Easter 2019 which will include the refurbishment of the new reception area, Henry Morris room and conference space.

In September 2016 we became part of the Anglian Learning Trust and continue to enjoy the increased opportunities for collaboration and career development that working in collaboration brings.



## Ofsted

Our most recent Ofsted inspection took place in June 2012, when we were judged to be outstanding in all areas: Overall Effectiveness, Achievement, Quality of Teaching, Behaviour & safety and Leadership and Management.

We are very proud of this achievement which was the culmination of the talents, dedication and enthusiasm of all our staff. We were particularly pleased that Ofsted commented on the positive relationships that underpin our ethos:



*This is an outstanding college, where a very strong ethos of community, high quality learning and aspirational academic achievement exists throughout. One student commented: 'Bottisham is inspirational. The college helps individuals to shape well, giving us the confidence, determination and skills to succeed.'* Ofsted 2012

Post 16, students have a very wide choice of educational opportunities in and around Cambridge. The overwhelming majority of our students, approximately 97% continue in full-time education.

## Our Staff

We recognise and value the skills, knowledge and expertise of all our staff.

We are committed to supporting the professional development of all members of staff. To this end, we have a vibrant and varied Continual Professional Development programme, which is personalised each year to support both our main college priorities and the individual needs of staff. This programme includes opportunities to share excellent practice between colleagues as well as drawing on external expertise.

Bottisham is a member of a SUPER ( School University Partnership in Educational Research) network of schools working with the University of Cambridge, Faculty of Education which provides opportunities for staff to undertake classroom-based action research.

Our staff-room is a vibrant, sociable and supportive atmosphere. We enjoy College events such as concerts or staff socials; there is very little 'standing on ceremony'.

Staff give freely of their time to the broad extra-curricular programme which includes sports, music, drama and a host of trips, exchanges, clubs and other activities. There is a blend of youth and experience among the staff and newcomers have always commented on the warm welcome they have received.



## Our Students

Our catchment area is one of rich contrasts: areas of social deprivation on the fringes of Cambridge, rural communities, some very isolated, areas connected with the stables at Newmarket and pockets of expensive housing in some villages. We have a truly comprehensive intake in every sense, and the inclusive ethos of the College means that we are able to form very positive relationships with them all. We are absolutely committed to supporting each individual student; we want them to feel safe, in an environment where they can grow and thrive and leave us confident in their ability to play a meaningful role in society, as global citizens.

We are very keen to offer students every opportunity to take responsibility; the mentor scheme and the School Council, for example, are strengths of the College. Visitors, including OFSTED Inspectors, are always impressed by the courtesy and confidence of our students and their friendly, open nature. The Student Leadership Team plays a significant role in the life of the College.

## Working in Partnership with Parents and Carers

Parents and carers are very supportive and keen to attend information evenings, school plays and so on. They support the aims of the College and the vast majority send their children to school in correct uniform and with the proper equipment, ready to learn.

The 'Friends of the College' is our excellent PTA, but it is more than that, because it also has an extensive community role.

Following our successful Ofsted inspection in June 2012, we successfully applied to be a National Teaching School and National Support School. In partnership with two outstanding local primary schools and formed the Anglian Gateway Teaching School Alliance. This alliance consists of a large group of cross-phase schools in Cambridgeshire & Suffolk, together with a range of other highly regarded organisations such as the University of Cambridge, Faculty of Education.

As a Teaching School we have the freedom and autonomy to work collaboratively with our partners to deliver high quality support for teachers and leaders at all stages in their career.

We are involved in the following areas:

- providing a strong supply of high quality new teachers through the development of school-based initial teacher training programmes
- providing high quality continuing professional development programmes that significantly improve the quality of serving teachers and support staff
- developing great leaders and the next generation of headteachers
- working with schools in need of additional support

We are very excited about the professional and leadership development opportunities that this designation offers to our staff. For example, a growing number of colleagues have the opportunity to be directly involved in the training of new teachers, others are working as Specialist Leaders of Education, sharing their expertise by supporting staff in other schools.

## The Locality Team

We are very fortunate to have a Locality Team based on our college site. This Local Authority service offers a broad range of support services for both students and their parents/carers, including, Educational Welfare Officer, In-School Student Support workers, Youth Workers and Parent Support Advisors. College staff have developed very close working relationships with our colleagues in the Locality Team to ensure that the varied needs of all young people in our care are met.

## The Community Dimension

Bottisham has no village hall, and no village green. The Village College fulfils both of those functions and our Sports Centre, adult learning provision in the evenings and community library are at the heart of our community life.

**It is very difficult to sum up Bottisham Village College in a few pages. Check out our [website](#), [twitter](#), [Instagram](#) and [facebook](#) pages to help bring the school to life or even better [contact us](#) to organise a visit!**



## Equal Opportunities

Bottisham Village College is an Equal Opportunities employer.



## **BOTTISHAM SPORTS CENTRE**

Bottisham Sports Centre is a thriving leisure centre providing a full and diverse range of sporting and leisure activities for both members and the general public. Bottisham Village College and Sports Centre has a widely important role in the local community. The Sports Centre's facilities are available to the general public as well as primary and secondary schools.

### **Workout Classes**

The Centre runs an all inclusive monthly membership scheme which includes use swim, gym and fitness classes. A variety of fitness classes included as part of the membership include Pilates, HITT, aqua aerobics & Zumba.

### **In the Pool**

The centre boasts a 25 metre heated swimming pool with a full and varied timetable of both public and private sessions. We offer a range of weekly water based exercise classes, coached lane swimming and family swim sessions. For the family we have inflatable fun sessions in the pool. Our pool is also available for party hire.

Bottisham Sports Centre has a successful and expanding swimming lesson programme with more than 35 group lessons taught throughout the week by our ASA approved instructors. We accommodate any ability from complete beginner all the way up to the advanced performer! The swim school runs for 50 weeks of the year on a Direct Debit system. We also offer private and one-to-one lessons

### **Fitness Suite**

The Fitness Suite incorporates 20 stations of the latest 'Pulse Fitness' equipment including cardiovascular and resistance machines, a warm up/stretch area, and expanding range of free weights. The centre offers Inductions, Personal Programmes and Personal training. We offer a fully inclusive monthly membership which includes swim, gym and fitness classes



### **Sports Facilities**

We offer our Sports Hall for block hirers and casual hire ranging from football, basketball, badminton, netball and indoor tennis. Our Gymnasium is also available for badminton and basketball.

For outdoor sports we have a full size floodlit all-weather 3G pitch complimented by a multi-use games area with three tennis courts and netball courts. The facilities also offer two 11 a side football pitches available for hire.

In addition, we have a dance studio/meeting room, currently used for dance, pilates, spinning and training sessions

### **Staffing Structure**

The Sports Centre Manager oversees the Sports Centre and will be supported by the Assistant Manager, a Leisure Assistant and a number of supporting Lifeguards/Leisure Assistants.



## **Swimming Instructor Job Description**

**Responsible to: Sports Centre Manager**

### **Main Purpose**

- To plan and deliver swimming lessons to students, based on the students attainment levels and needs.
- To set swimming objectives appropriate for the student and to assess the progress made relative to these.

### **Responsibilities**

1. Establish rapport and respectful, trusting relationships with students, acting as a role model and setting high expectations.
2. To plan and deliver directed swimming lessons for the short and long term, targeted at improving students' aquatic confidence and ability
3. To lead on aquatic activities for groups of students or individual students as required
4. To ensure safe provision of all equipment and ensure it is used correctly in accordance with Health and Safety and risk assessments.
5. To develop and implement plans for identified students relating directly to their individual needs and circumstances.
6. To monitor and evaluate students' progress and achievements against defined targets through observation and gathering relevant data.
7. To amend the defined targets as appropriate to take into account on-going assessment of student's progress and individual needs and circumstances.
8. To provide objective and accurate feedback and reports, written and verbal, appropriate to the intended audience regarding student progress and achievements, ensuring the availability of suitable evidence.
9. To use appropriate systems and procedures to positively reinforce good behaviour, anticipate and manage challenging behaviour and conflict.
10. The role may include supporting and implementing student's personal programmes, relating to social, health, physical, hygiene and welfare matters, and appropriate communication methods.
11. To establish and maintain positive and appropriate relationships with students that engages, motivates and removes barriers to achieving their defined goals.



## Bottisham Sports Centre

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12. Support the role of parents in student learning and contribute to /lead meetings with parents to provide constructive feedback on pupil progress, achievement, problems etc.

13. Provide cover for classes within the agreed system of supervision. This could be regular planned cover for the teacher, i.e. for PPA time (Planning, Preparation and Assessment) or could be for the short-term absence of teachers.

14. To ensure safety, welfare and personal care are attended to with dignity, empathy and respect. Following appropriate training, administer first aid to students in line with school procedures.

15. To log and report and issues in or around the swimming pool area to the Sports Centre Manager as appropriate.

16. Any other duty as requested by the Sports Centre Manager commensurate with the post.

### Requirements

- **MUST** hold appropriate teaching qualifications (Failure to maintain this qualification could result in dismissal) and follow the Normal Operating Procedure & Emergency Operating Procedure of the Sports Centre (copies supplied to all employees)
- Required to work outside normal hours, including evenings, weekends, public holidays.
- Responsible for maintaining all relevant qualifications and attending training sessions as part of normal working arrangements.