

Role Profile

Role	PE Swimming Assistant	School	Oryx International School
Line Management	NA	Reporting To	Head of PE
Internal and External Interactions	Principals, School Staff, Students, Orbital Education, Parents	Hours	40 hours per week

Background and Role Purpose

Background

Educating nearly 2,000 students, Oryx International School delivers the best of British education exclusively to the children of employees of Qatar Airways and its approved subsidiaries. Owned by Qatar Airways and managed by Orbital Education, the school provides the highest standard of facilities and the best British International education in a safe, caring and welcoming environment. The school's Mission is to deliver an engaging, value-rich, broad and balanced 'British International Education Programme' to the children of the employees of Qatar Airways through highly qualified and experienced UK curriculum teachers. The vision of the school is to ensure that students leave Oryx International School equipped, confident, and ready to face the challenges that their next stage of life will bring. Students in their time studying at the school, will have developed effective behaviours that will enable them to thrive and succeed as global citizens of the 21st century, thanks to our school Values and unique approach to education. For more information, www.oryxschool.qa

Role & Purpose

The position requires direct supervision of children in a sports setting (including swimming); some degree of coaching of specific sports; assisting the After School Activities (ASA) programs; preparation of teams for, and participation in, external sports competitions, games and other programs as required by the Head of PE. During the school day the PE assistant will assist the PE department with equipment and teaching needs as required. The incumbent reports directly to the Head of PE and works closely with the other PE staff.

i) Key Accountabilities and Roles

Assist the Physical Education staff with preparation for class activities as required.

- Assist teachers in PE lessons, including supervision for swimming, as required.
- Cover classes for PE Staff who are absent, as well as a Rota of school supervision duties.
- Participate in ASA programs as directed by the Head of PE (min. 3 days per week)
- Complete H&S and Safeguarding modules online as required by the school.

General Responsibilities

- Provide emergency care and treatment as required until the arrival of emergency medical services.
- Present a professional appearance and positive attitude at all times and maintain high personal standards
- Ensure appropriate headcount of students at all times.
- Call out warnings to those not following rules or putting themselves or others at risk.
- Spot hazards or potential hazards and take measures to prevent accidents.
- Control and report any unacceptable behaviour and report individuals to staff when required.
- Perform rescues in the event of injury or swimming accidents.
- Perform first aid according to the demands of adverse situations.
- Assist new swimmers with swimming techniques and safety education as required.
- Check the safety of rescue/ safety equipment, particularly in the pool environment, and report any

maintenance or safety requirements to the Head of PE.

- Ensure that all equipment is stored safely and kept clean.

Swimming specific responsibilities

This applies particularly to direct participation in the school swimming program.

- Assist with the growth and development of swimming in conjunction with the Head of PE.
- Assist the PE staff in developing and implementing swimming and water safety modules as part of the PE curriculum, catering for various swimming abilities and confidence levels
- Assist and support the PE staff with other PE classes, sports and games at times when swimming may not be the focus
- Assist the PE staff with any administrative duties, resources and maintenance
- Assist the PE staff in organizing and running school-based sports and swimming events including the Inter-House sports program
- Ensure that health and safety requirements are followed at all times within the PE department areas including pool environment.

Supporting the wider work of the PE department by:

- Assisting with the organisation and supervision of in-school and external sporting events such as Sports Days, as well as other general school events, BSME (Q) games and regular sports fixtures. Some of these may take place at the weekend.
- Organising and maintaining sporting equipment, supervising the movement of equipment in the school, and maintaining the inventory of sports equipment.
- Assisting with the update of lists of students and staff for school and house events.
- Assisting with the preparation and printing of programs/schedules, etc., for ASA and Sports Teams.
- Organising and participating in sporting events as requested by the school—both internal and external, including out-of-hours and weekends as required.

ii) General Activities and Requirements

Person Specification

Main competencies:

- Possess excellent command of spoken and written English.
- Good computer and IT skills.
- Possess good organisation, interpersonal and communication skills.
- Good swimming skills.
- Knowledge of CPR, first aid and emergency medical procedures. *

Experience/Qualifications:

- High school leaving certificate (or equivalent)
- Police clearance from Qatar and/or home country
- Police clearance from any country of residence within the past 10 years (over 18 only)
- ICPC (for those over 18 who have lived in the UK)

- First Aid and CPR Certified*
- Current life-saving certificate from a recognized source of training*.

Personal Qualities:

- Honesty, integrity and compassion, all with a good sense of humour.
- Outstanding interpersonal skills: a good listener who thrives in a collaborative environment.
- Have the resilience, flexibility and energy needed to thrive in a growing and dynamic school.
- Ability to establish effective working relationships based on mutual respect with co-workers, students and parents alike.
- Open- and internationally minded with good intercultural understanding.
- Proven problem-solving skills and the initiative to act on them.

Skills:

- Proficient in MS Office
- Ability to work in minimal direct supervision and a team player
- Ability to communicate clearly and effectively.
- A keen learner.
- Hard working team player with a positive working attitude.
- Able to work independently, multi-task and show initiative.
- Good cross-cultural, interpersonal & communication skills to interact with diverse nationalities and cultures
- Able to multi-task and work under pressure at times
- Pleasant and confident personality with a positive outlook
- Willing to work flexible hours and weekend work when required to support sports and swimming programs and competitions and to assist with the management of the school's swimming squads
- A good team player

The school will arrange for suitable courses and training

iii) Line Manager's signature

Signature: _____

Date: _____

Job Description Acceptance Acknowledgement

I have received a copy of this job description that pertaining to my position.

Position & Date: _____

I have reviewed this job description, understood my duties and my role, and accept that this may change based on the school's operational needs. Any questions about additional duties should be discussed with my line manager or HR.

Employee signature: _____

Date: _____

(Sign over printed name)