JOB DESCRIPTION

JOB TITLE: SWIMMING INSTRUCTOR

POST NO:

SERVICE: ENVIRONMENT

GRADE: Scale

RESPONSIBLE TO: DUTY OFFICER

MAIN PURPOSE OF POST

1. Effective implementation and delivery of swimming tuition within the Councils Sport and Leisure Service programme.

DUTIES AND RESPONSIBILITIES

1. The teaching of swimming to all ages and abilities in accordance with the Council's present and future swimming tuition programme and associated strategies.

2. All necessary administration in connection with the organisation of the swimming tuition programme including taking payments as part of the enrolment process.

3. Liaising with the Activity Officer and other swimming teachers employed by the Council to ensure a consistent delivery approach throughout the service.

4. Keeping in touch with new trends and developments in the teaching of swimming and in association with others contribute to ongoing programme development.

5. Being available to offer advice and information to parents or other persons receiving swimming tuition during each course and in particular at enrolment periods.

6. Providing feedback to the management team on the swimming tuition programme, highlighting achievements or matters which require corrective action.

7. Providing School Swimming tuition in accordance with the National Curriculum including giving advice, guidance and the supervision of Education support staff at waters edge.

8. Completing progress records for children attending school swimming in accordance with National Curriculum requirements.

9. Taking the lead in teaching classes where support personnel may be provided to support the swimming programme covering absence or for promotional development purposes.

10. Checking swimming tuition equipment and reporting replacement needs or repairs as directed.
11. Ensuring all lessons are delivered in accordance with defined standards including both safety and quality.

12. Participate in enrolment and re-enrolment of students using systems provided.

13. Monitor waiting lists and associated duties to maximise lesson capacities and targets being achieved.

14. Taking payments via cash or card as may be required.

**General**

1. Assist in the training and development of new members of staff as required.

2. Attend any relevant training courses and conferences as required.

3. To carry out all duties with an awareness and regard to Health and Safety issues and adhere to safe systems of work specified in the Council's Safety Policy.

4. To be aware of and adhere to the Council's Policy on Equal Opportunities at all times.

5. To adhere to the requirements of the Data Protection Act in respect of confidentiality and disclosure of data.

6. Develop and foster positive professional relationships with colleagues and external contacts.

7. Make suggestions to improve the working environment


9. Such other duties commensurate with the grading of the post as may be from time to time determined.

**SPECIAL FEATURES OF THE POST**

Flexible approach to time of work, with ability to work evenings and weekends as required by the needs of the service.

You may be required to carry out those duties at your present workplace or at another Council venue.
PERSON SPECIFICATION

JOB TITLE
Swimming Instructor

DIRECTORATE/SECTION
Environment/Sport and Leisure Services

SKILLS/KNOWLEDGE/EXPERIENCE:

ESSENTIAL
1. Ability to deal with full age range of customers face to face and on the telephone
2. Ability to deal with class enrolments, progress reports, attendance registers
3. Basic computer skills
4. Ability to organise and plan work to achieve specific targets
5. Ability to express ideas clearly and succinctly
6. Good knowledge and understanding of modern swimming teaching methods
7. Some practical experience in swimming teaching for adults and juniors
8. Preparation of lesson plans

DESIRABLE
1. Use of computer based systems, in particular swimming lesson programmes
2. Some knowledge of other aquatic activities, e.g. life saving, diving, aquacise, school curriculum
3. Experience in teaching other aquatic activities e.g. life saving, school swimming etc.
4. Use of computerised programmes and databases
5. Some experience in lesson enrolment administration

PERSONAL QUALITIES / OTHER REQUIREMENTS OF THE JOB
1. Commitment to equal opportunities and a good understanding of its relevance to this post.
2. Commitment to customer care and an understanding of its relevance to this post.
3. In the event of a declaration of a civil emergency or business continuity event you will be expected to undertake appropriate duties as directed by your line manager these may include working outside the normal working time parameters
4. Must be prepared to work unsocial hours and be flexible to cover for other staff (i.e. working additional hours, as necessary)
5. Attend staff training and retake and pass life saving qualification as required
6. Be willing and able to work at any establishment
7. Annual leave to be taken at time when will not disrupt the continuity of the lesson programme
8. RLSS UK National Pool Lifeguard Award or be able to pass within six
9. Attend CPD events \ courses as directed.
10. Undertake cash and card transactions to support enrolment requirements

QUALIFICATIONS/TRAINING:

ESSENTIAL
1. ASA Teachers Certificate level 2

DESIRABLE
1. ASA Advanced Teachers’ Certificate
2. RLSS Teachers’ Certificate
3. Appropriate qualification in teaching or other aquatic activities