

## **Swimming Instructor - Job Description**

1.	<b><u>Job Purpose</u></b> To be responsible for delivering the leisure services swim4life swimming development programme in accordance with Amateur Swimming Association's National Plan for Teaching Swimming (NPTS).
2.	<b><u>Major Tasks</u></b> <ul style="list-style-type: none"><li>• To deliver the swim4life swimming development programme, teaching to a wide range of ages and abilities.</li><li>• To have a clear understanding of the swim4life programme, expected standards required and deliver the programme based on consistency and quality</li><li>• To ensure that all schemes of work and sessions plans are used and registers are kept up to date ensuring continuity, consistency and effective organisation within the programme</li><li>• To ensure that individuals achieve all the outcomes at each individual stage identified in the teachers resource pack in order to progress through the scheme.</li><li>• To provide updated swimming lessons registers as and when required</li><li>• To attend and undergo relevant training, in house workshops, and CPD to ensure compliance with industry standards and programme developments and demands.</li><li>• To attend any relevant team meetings and developments sessions that may be held across the various leisure sites.</li><li>• To deal courteously, efficiently and effectively with all customer needs, complaints, accidents, incidents and defects as they arise and fully complete relevant report forms</li><li>• Ensure compliance with all Health &amp; Safety procedures as laid down in the relevant Health and Safety manuals</li><li>• Assist in emergency procedures as set out in the emergency procedures manual.</li><li>• The post holder may be required to provide swim4life lesson cover across a number of Leisure &amp; Community facilities.</li></ul>
3.	<b><u>Contacts</u></b> <ul style="list-style-type: none"><li>• The post holder will be required to communicate daily with other swim4life team members, parents and children in order to pass on and receive information ensuring consistency and quality of service delivery.</li><li>• Weekly contact may be made with other team members, Duty Officers and Team Leaders across the Service Delivery Unit for the purpose of information exchange and advice.</li><li>• The postholder will be in occasional contact with senior officers as they deem necessary.</li></ul>
4.	<b><u>Creative Work</u></b> <ul style="list-style-type: none"><li>• The post holder must be able to adapt their teaching techniques to meet the requirements of the clientele.</li><li>• The post holder will contribute to future swim4life developments or improvements to services and programming changes.</li></ul>
5.	<b><u>Decisions made</u></b> <ul style="list-style-type: none"><li>• The post holder will be required to make decisions in respect of the safe and effective planning and delivery of the swim4life classes they teach.</li></ul>
6.	<b><u>Supervisory Responsibility</u></b> <ul style="list-style-type: none"><li>• The post holder will supervise members of the public of various ages and abilities on the swim4life programme.</li><li>• The post holder may be required for to supervise Assistant Swimming Instructors or other helpers.</li></ul>

7.	<p><b><u>Supervision Received</u></b></p> <ul style="list-style-type: none"> <li>• The post holder will be line managed by the Team Leader but supervised on a day to day basis by the Duty Officer. Supervision will be by regular communication and contact whilst on duty at the leisure facility. The Duty Officer will monitor the post holder's performance.</li> <li>• The post holder will be able to work without supervision when supervising and controlling designated public activity areas.</li> </ul>
8.	<p><b><u>Complexity</u></b></p> <ul style="list-style-type: none"> <li>• The postholder will require the confidence and interpersonal skills required to communicate with a wide range of children, parents/carers and adults of all ages and abilities across the swim4life programme.</li> <li>• The ability to respond calmly and professionally to incidents including first aid and emergency incidents.</li> <li>• The post holder will be required to wear the dedicated uniform provided for the swim4life programme.</li> <li>• Due to the nature of the duties to be undertaken and constant contact with members of the public, the post holder, on occasion, be subject to physical and verbal abuse. The post holder will display a calm and caring attitude at all times</li> <li>• The post holder will be required to undertake evening and weekend working as part of the successful delivery of the authority's swim4life, swimming lessons programme.</li> <li>• In order to efficiently and effectively meet the needs of the service the post holder may be required to work across a variety of Telford &amp; Wrekin facilities</li> </ul>

## **Swimming Instructor - Person Specification**

<b>Criteria</b>	<b>Standard</b>
Qualifications	<ul style="list-style-type: none"> <li>• ASA Full Teachers certificate</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Knowledge of swimming teaching techniques</li> <li>• Knowledge of health &amp; safety issues within a leisure facility.</li> <li>• Normal Operating Procedures and emergency action plans</li> <li>• Child protection and customer care guidelines</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Ability to supervise and control designated teaching areas in accordance with swim4life programme</li> <li>• Good interpersonal skills and customer communication skills.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Relevant experience in delivering swimming teaching to a wide range of ages and abilities.</li> <li>• Relevant experience in working in and as part of a team</li> <li>• Supervising and training of staff in operational procedures</li> </ul>
Personal style and behaviours	<ul style="list-style-type: none"> <li>• Ability to relate positively to members of the public</li> </ul>

***We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person-specification includes what we believe are fully justifiable essential and desirable selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.***