

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| Job Title: | Casual Swimming Instructor |
| HBC Grade: | **HBC4** |
| Service: | **Leisure Centre (Active Halton)** |
| Division: | **Leisure Services** |

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| **Main Purpose of the Role** |
| Deliver swimming lessons in accordance with the Swim England ‘Learn to Swim’ Framework and/or National Curriculum requirements and ensure participants safety at all times using NRASTC/NPLQ to conduct pool rescues as required. Ensure high levels of customer service are adopted at all times. Keep up to date with the latest developments within the swimming industry. |

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| Key Duties | |
| 1 | Provide a professional and high quality service to participants at all times, ensuring that all lessons are delivered using the Swim England ‘Learn to Swim’ Framework and/or National Curriculum requirements. |
| 2 | Ensure that participants under your control are supervised at all times and using the NRASTC/NPLQ framework, hold responsibility for the participants safety, conducting pool rescues as required. |
| 3 | Mentor newly recruited swim instructors and volunteers. |
| 4 | Adhere to the Health and Safety Policy of the centre, ensure teaching equipment is on poolside before the class starts, is in good condition and safe to use, reporting any damage to the Operations Manager. Maintain a safe poolside environment throughout the lesson. |
| 5 | Ensure the sessions begin and finish promptly and that the iPod is synchronised (if required) before going onto poolside. Complete the register for each class at the start of the lesson, using paper records if an iPod is not available. |
| 6 | Motivate and instruct pupils during their swimming lesson, assess the group requirements weekly and teach accordingly to ensure continuous improvement. Work to achieve relevant badges, incorporating all badge criteria into your lesson plans within a suitable timeframe, regularly update the badge criteria for each pupil on the iPod where available. |
| 7 | At the end of your lessons clear away equipment to ensure the pool area is tidy and ready for the next session. If used, place the iPod back on charge and resynchronise. |
| 8 | Ensure the Swimming Co-ordinator/Operations Manager is informed if you have a participant attend that isn’t on the iPod or a participant who hasn’t attended for over a month. |
| 9 | Assist the Swimming Coordinator/Operations Manager in the event of pool closure (for example; making phone calls to parents). |
| 10 | Attend swimming instructor meetings as requested by the Swimming Coordinator or Aquatics Manager. |
| 11 | Remain informed of the latest developments through Swim England, attend CPD workshops regularly and use this knowledge to improve service delivery. |
| 12 | Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job. |

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.

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| **Education / Qualifications** | **Essential** | **Desirable** | **How Identified** |
| SEQ (or equivalent) Level 2 Swimming Teaching Qualification  NRASTC (National Rescue Award for Swim Teachers and Coaches)  or  National Pool Lifeguard Qualification  (training will be given to successful candidates if they do not have a NRASTC or NPLQ qualification) | A clear commitment to on-going swimming CPDs | All essential qualification certificates must be presented at interview. |

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|  | **Experience** | **Knowledge** | **Skills & Abilities** | **How Identified** (delete as appropriate for each criteria) |
| **ESSENTIAL** | Previous coaching /teaching experience in swimming. | Understanding of the Swim England Learn to Swim Pathway | Excellent communication and motivation skills, e.g. listening to people and giving structured feedback | Application / Interview |
|  |  | Ability to plan e.g. swimming lesson delivery | Application / Interview |
|  |  | Ability to make decisions and use own initiative | Application / Interview |
| **DESIRABLE** |  | Knowledge of the leisure industry | Self-motivated | Application / Interview |

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| **Other Requirements** | **Essential** | **Desirable** | **How Identified** |
| Work evenings and weekends |  | Application / Interview |

Please note: Front line posts with direct customer contact should include a statement detailing the spoken English language requirements of the post.

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For office use only:

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| **Date Created:** |  |
| **JE Ref:** |  |
| **Agreed by:** |  |

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.