

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| Job Title: | Swimming Instructor |
| HBC Grade: | HBC4 |
| Service: | Sports Service |
| Division: | Leisure Services |

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| **Main Purpose of the Role** |
| Deliver swimming lessons in accordance with Swim England Learn to Swim Pathway and ensure that high levels of customer service are always adopted.  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 learners under your control are supervised at all times and using the NRASTC/NPLQ framework, hold responsibility for the learners 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** | Maintain high standards of personal presentation and ensure that correct uniform is always worn. |
| **6** | Collect the swimming lesson device from reception and ensure the device is synchronised (if required) before going onto poolside. Ensure the sessions begin and finish promptly. Complete the register for each class at the start of the lesson, using paper records if a device is not available. Return the device to reception at the end of your shift. |
| **7** | Motivate and instruct learners 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 device where available. |
| **8** | At the end of your shift clear away equipment to ensure the pool area is tidy and ready for the next session. |
| **9** | Ensure the Swimming Co-ordinator/Operations Manager is informed if you have a participant attend that isn’t on the device or a participant who hasn’t attended for over a month. |
| **10** | Assist the Swimming Coordinator/Operations Manager in the event of pool closure (for example; making phone calls to parents). |
| **11** | Attend swimming instructor meetings as requested by the Swimming Coordinator or Swimming Manager. 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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| **Essential Criteria** | | **How Identified** (delete as appropriate for each criteria) |
| **EXPERIENCE** | Previous coaching /teaching experience in swimming. | Application / Interview |
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| **KNOWLEDGE** | Understanding of the Swim England Learn to Swim Pathway. | Application / Interview |
| Knowledge of the national curriculum requirements for swimming. | Application / Interview |
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| **SKILLS & ABILITIES** | 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 |
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| **Desirable Criteria** | | **How Identified** (delete as appropriate for each criteria) |
| **EXPERIENCE** |  |  |
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| **KNOWLEDGE** | Knowledge of the leisure industry. | Application / Interview |
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| **SKILLS & ABILITIES** | Self-motivated. | Application / Interview |
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| **Other Requirements** | **Essential** | **Desirable** | **How Identified** |
| Work evenings and weekends, fixed rota advertised, rotas are subject to change to meet the needs of the service. | Health and Safety Experience | Interview / Assessment |
| Attend NRASTAC training and ongoing CPD |  |  |

This is a front-line post with fluency duty requirements C1 – Effective Operational Proficiency Advanced – Convey a message/instruction/information using appropriate language for the age/ability of participants, to influence performance.

For office use only:

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| **Date Created:** |  |
| **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.