



### Job Description

<b>Job Title:</b>		Swimming Teacher			
<b>JE Code:</b>	A4353	<b>Evaluation:</b>	440 points	<b>Grade:</b>	N5
<b>Date:</b>	April 2019		<b>Status:</b>	FINAL	
<b>Responsible to:</b>	Assistant Manager (will be overseen by the Duty Manager on a day-to-day basis during shifts)				
<b>Responsible for:</b>	Level 1 swimming teachers when required				
<b>Job Purpose:</b>	To plan and deliver a programme of swimming lessons to nationally recognised standards whilst working as part of a wider team to deliver a high quality service to all customers using the Sports Centre.				

#### Main responsibilities

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Plan and implement a fun, safe and engaging programme of swimming lessons in line with the Swim England award scheme.
2. Be responsible for the safety and emergency rescue of all swimmers within the pool environment in accordance with qualification held (either National Pool Lifeguard Qualification or National Rescue Award for Swimming Teachers).
3. Deliver swimming lessons to groups and individuals of various ages and abilities.
4. Supervise Level 1 swimming teachers as and when required.
5. Assess strengths and weakness in a swimmer's performance and identify areas for further development.
6. Correct faults in techniques and identify ways to ensure progression.
7. Communicate instructions using clear, simple language.
8. Encourage participants to gain and develop skills, knowledge and techniques
9. Maintain records of swimmer progress through continual assessment and complete the end of term review.
10. Respond to emergency situations.

11. Deliver excellent customer service, liaising with participants and/or parents and guardians to resolve any issues that arise.
12. To ensure a high quality service is delivered to all customers and to deal with any matters raised either directly or by reference to the Duty Manager.
13. To assist in the operational duties associated with the delivery of pool based activities.

### **Organisation responsibilities**

14. Work to fulfil the vision and values of the trust.
15. Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central team's health and safety procedures.
16. Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery.
17. Promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.
18. Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.
19. Participate in appraisal, training and development and other activities that contribute to performance management.
20. Attend and participate in regular team and 1:1 meetings.