

JOB SUMMARY

Post Title	Swimming Instructor (Level 2)						
Job Family	<i>Service Delivery</i>	Pay Range	<i>SD06 + MS to SD09</i>	Line Manager to others?	No	Role profile ref	<i>SD06 + MS to SD09</i>
Service Area	Community Services / 1Leisure						
Line Manager	Duty Managers						
Location	1Leisure Medina						

Job Purpose			
<i>To ensure the safe and efficient day to day running of the swimming lessons for all age ranges, making sure all relevant audit and operating procedures are carried out. To ensure a high standard of customer care and health and safety are carried out at all times.</i>			
Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)			
<ul style="list-style-type: none"> • To teach within the guidelines set down ensuring the swimming programmes are adhered to at all times. • To ensure that facility Health and Safety procedures and Child Protection Policy are adhered to all times. • To assess pupils at the required times using the Swim England & STA structure/National Teaching Plan. • To see that all equipment used is looked after and returned to appropriate storage areas. • To maintain records as directed by the Swim Coordinator/Facility Manager. • To oversee assistant teachers during classes. • To ensure all assistant teachers adhere to guidelines. • During a pupils first less, screen the pupil to ensure they are placed in correct class. • Provide a safe, informative, fun and productive lesson. • To ensure qualifications are kept up to date, with attendances at seminars/courses. 			
Knowledge, Skills and Experience			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Reliable, responsible.	<i>Good timekeeping and a customer focussed attitude to the role</i>	E	
Self-motivated with the ability to work to targets / deadlines.	<i>Experience and Knowledge of the A.S.A. teaching plan or Equivalent.</i>	E	
Awareness and understanding of the customer's / businesses' needs.	<i>Experience of teaching in an established swim school.</i>		D
Evidence of practical experience in an appropriate work environment and ability to advise others on relevant issues.	<i>Previous experience in swim instruction or a willingness to undergo training.</i>	E	
Safe and competent use of relevant equipment / tools.	<i>Ensure the safety of all participants by enforcing pool rules and providing constant supervision. Help set up and take down equipment for swimming lessons, ensuring everything is ready for each session.</i>	E	
Knowledge of relevant health and safety procedures.	<i>Specific to swimming lessons & Knowledge of swimming pool N.O. P'S & E.A.P'S</i>		D
Ability to communicate clearly with sensitivity and empathy to build trust both one to one and with groups.	<i>Strong communication skills and the ability to relate well with students of all ages. Evaluate students' progress, provide feedback, and adjust lessons as needed. Maintain open communication with students and their parents or guardians about progress and areas for improvement.</i>	E	

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Ability to explain technical / legislative information with clarity and patience.	<i>Teach various swimming techniques and strokes, demonstrating proper form and technique.</i>	E	
Ability to follow routines, carry out set plans, record and monitor information accurately.	<i>Evaluate students' progress, provide feedback, and adjust lessons as needed.</i>	E	
Literate and numerate.		E	
Practical knowledge of ICT systems.	<i>Experience of swimming lesson progress software.</i>		D
Able to maintain accurate records as and when required.	<i>Ability to input lessons skills gained into provided software</i>		D
Qualifications			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
May require relevant certifications including evidence of fluency in English language.		E	
GCSE level qualifications or equivalent experience	<i>Maths & English</i>		D
	<i>ASA or STA level 2 Swimming teachers' qualification.</i>	E	
Other Requirements			
Flexible around working hours			
Must be fully able to perform the physical aspects of the role			
Organisation Structure (optional)			