



JOB DESCRIPTION & PERSON SPECIFICATION

Swim Teacher

1. RESPONSIBLE TO: Assistant Manager (Swim School Coordinator) ACCOUNTABLE TO: General Manager

2. ROLE OVERVIEW:

A Swim Teacher is responsible for the safe and student centred delivery of high quality swimming lessons for students of all ages and abilities with a core age group of 3-15years. Our swimming lessons are delivered to small groups following the Swim England learn to swim programme. Swim teachers are responsible for ensuring that lessons run to time, that all students are comfortable and engaged in the activities being taught and that assessments are clearly documented using the poolside tablet and app provided. Lessons should be planned to be progressive over a period of weeks covering all competencies for the specific level and enable new joiners, assessed as ready for this level, to safely start at any point.

Equipment needed for the lessons are the responsibility of the teacher and should be collected from and returned to the store cupboard before and after each block of sessions and held safely poolside when not in use for a class.

Swim lessons are also offered at the centre for primary and secondary school class groups, adults, parent and babies/toddlers - opportunities to deliver these sessions are also part of this role.

The role is part time but may be combined with other roles at the centre, specifically the leisure assistant/lifeguard role, to create a full time position.

3. SPECIFICALLY:

3.1 Key Responsibilities

- Poolside; delivering safe and high quality swimming lessons appropriate to the level of class and student
- Preparing activity areas to include the safe setting up/dismantling of equipment and ensuring that all equipment is stored safely and securely when not in use.
- Planning and delivering a progressive swimming programme following the swim england learn to swim programme
- Record attendance and assessment results using the poolside tablet during each session

- Ensure sessions run to time
- Assisting customers with enquiries in a friendly and effective manner, proactively developing and maintaining high standards of customer care.
- Resolving customers' problems, including situations where there is disagreement over the actions and outcomes involved.
- Working as part of a team to ensure the smooth operation of the facility.
- Following Pool Safety Operating Procedures.
- Taking occasional responsibility for the induction and development of new members of staff following the check lists provided
- Meeting the training and development requirements of the job role.
- Working within the job role description at this level, recognising the standards and professional limitations that this provides, referring to appropriate members of staff for guidance and support.

3.2 Other

- To administer First Aid as required.
- To act in accordance with, and actively promote, Wadebridge Sports and Leisure Centre's policies and standards.
- To undertake any other duties commensurate with the post's level of responsibility as directed by the duty manager

4. PERSON SPECIFICATION:

4.1 Skills

- The ability to deal with customers and their queries and concerns with tact and sensitivity.
- The ability to work as part of a team.
- The ability to undertake routine maintenance and cleaning.
- The ability to deliver high quality service with minimal supervision.
- The ability to maintain the standards required by Swim England for Learn to Swim teachers

4.2 Knowledge

- Appropriate professional qualifications including minimum level 1 Swim England Qualification of equivalent
- Understanding of the Swim England learn to swim programme or equivalent and how it may map across the to Swim England levels

- DBS certificate holder or happy to provide information to enable this to be obtained prior to start date
- Desirably hold a valid NPLQ (lifeguard) certificate and level 2 swim england qualification and/or specialist swim teacher qualifications eg parent and baby/toddler qualification
- Good understanding of the characteristics and qualities that customers want from a sports and leisure centre.
- Knowledge of Health and Safety legislation and other legislation in relation to sports and leisure centre operations.
- Understanding of Pool Safe Operating Procedures

4.3 Experience

- Experience of achieving results and making a difference to customers

4.4 Behaviours

- A dynamic individual with a 'can do', results driven approach and attitude.
- An appreciation of, and commitment to nature of the community owned and focused organisation.
- Demonstrates trust, openness and respect in dealing with people.
- Flexible approach to tasks and workload.
- Willingness to continue professional development

4.5 Other

- Able to work unsocial hours - swim lessons are held Tuesday-Thursday evenings and Saturday mornings 50 weeks of the year
- Ability to work cover for colleagues during holidays outside of own fixed schedule