

**Job Description**

**Swimming Teacher**

**Responsible To: Responsible For:**

Swimming Co-Ordinator/ Duty ManagerN/A

**About the job:**

Following the Learn to Swim criteria outlined by Swim England, you will be responsible for carrying out the duties of a swim teacher delivering swimming lessons ranging from class sizes of 12 on the learn to swim programme; and up to 40 individuals in the Key Stage 1 & 2 lessons (dependant on what level of qualification you possess)

**Role:**

To help teach and coach pupils of all ages and abilities to develop swimming skills, techniques, and confidence in the water. You will report to the Swimming Co-ordinator and work alongside other Swim Teachers, Leisure Attendants and Duty managers to help ensure that participants are able to swim in a safe environment.

To deliver lessons that conform to the requirements for achieving the Swim England Learn to Swim Criteria; National Primary School Swimming curriculum for Key Stage 1 and 2.

To assist in the planning, preparation, and delivery of a range of swimming lessons, including Learn to Swim Programme; Key stage 1 and 2 National Curriculum and water safety practices to all ability groups or individuals. Generating progressive lesson plans to ensure compliance with appropriate learning frameworks.

To assess pupils’ abilities, providing feedback and encouragement to improve the performance of swimmers.

To maintain pupil registration and records of progress for each pupil taught, throughout the duration of the pupil’s enrolment or in accordance with the requirements of the individual school. Liaising with parents and school staff to ensure appropriate monitoring and assessments are undertaken. You will advise of the appropriate award of badges and certificates for swimming lesson pupils.

To act as a positive role model, creating a safe, enjoyable and educational learning environment to motivate and encourage participation when learning to swim. Ensure a high standard of teaching by acting as an enthusiastic, motivating and engaging swimming teacher.



Communicate clear explanations and demonstrate appropriate swimming techniques, adapting to a variety of different pupils’ understanding, including those with special needs, learning difficulties, disabilities and behavioural conditions while also complying with all relevant external primary school policies.

To comply with all aspects of the Pool Safety Operating Procedures (PSOP), ensuring health and safety processes and guidelines are followed at all time and to keep up to date with relevant Health and Safety legislations and systems of work.

To provide assistance to the Swimming Co-ordinator when needed and to provide an effective poolside service

Attend any relevant training sessions in order to demonstrate competency within the role and maintain valid qualifications and CPD.

To further support the Swimming Co-ordinator and Duty Management team when required to undertake any additional duties as required within the Centre pre, during or post lesson. This may include incident forms or critical feedback

Undertake any other duties as required within the Centre as directed by the Swimming Co-Ordinator

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| **Responsibilities:****Team:*** You will work with your colleagues to prioritise team objectives over individual objectives.
* You will support and respect your colleagues at all times**.**
* You will work together to share knowledge and experiences to improve your service.
* You will participate in development activities as required.

**Corporate:*** You will carry out your duties and responsibilities in line with the Health & Safety Policy and associated legislation.
* You will actively engage with customer care, value for money and performance management.
* Your duties will be carried out in line with our equality scheme.
* You will be compliant at all times with GDPR and data protection legislation.
* Compliance and commitment to Council’s Safeguarding Policies and relevant legislation
* You will constructively participate in communication and promotional activities.

**Organisational:*** You will be prepared to take on responsibilities and projects that may be outside of your normal work area but are relevant to your role.
* You will support an inclusive culture which provides opportunities for everyone to participate and progress.
* You will support effective relationships across all Directorates, with stakeholders and external partners to ensure the Council’s priorities and objectives are met.

* You will positively promote and represent the Council at all times.
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| **What the successful candidate will have:**

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| **Qualifications*** To possess a Level 2 in teaching swimming qualification, awarded by Swim England

or the Swimming Teachers Association (STA). Level 1 will be considered* To possess a National Pool Lifeguard Qualification (NPLQ) and ensure this is up to

date, and personal competency is maintained. This includes attending monthly NPLQ training.**Experience*** Either six months proven experience of swimming teaching or evidence of a completed professional portfolio.
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| **Knowledge** * Extensive knowledge of current swim teaching practices
* Extensive knowledge of the school swimming curriculum Key Stage 1 and 2 and water safety practices.
* Extensive knowledge of School policies
* Excellent product knowledge and experience of equipment used for classes.
* Knowledge of relevant health and safety legislation, policies and procedures to ensure safety within the swimming lesson environment
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| **Skills & Abilities*** Excellent communication skills both verbal and written.
* Good IT skills.
* Excellent planning and organisation.
* Good class management and motivational ability.
* Customer care skills
* Ability to follow direction and operate as part of a team.
* Knowledge of current safety requirements for management of swim groups.
* A level of fitness to facilitate a safe operation of duties.
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 | **Experience*** Previous experience of working within the leisure industry or similar customer focused environment.
* Practical experience of following health and safety procedures and policies.
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**You will play a key part in our organisational culture:**

**FORWARD THINKING** – Plans and prioritises effectively deciding what to do and what not to do.

**RESPECT** – Is visible and approachable with colleagues.

**PROFESSIONAL** – Demonstrates an awareness of the political context in which decisions are made.

**PRIDE** – Creates a positive and upbeat culture amongst colleagues.

**ONE TEAM, ONE COUNCIL** – Builds effective relationships outside their immediate team.