

**Job Description**

**Swim Teacher**

Level: 5

**Responsible To: Responsible For:**

Commercial Activity Manager n/a

**About the job:**

As part of the Council’s Leisure Services team, you will be responsible for carrying out the duties in connection with delivering swimming lessons at swimming pool facilities across the Chorley Borough Leisure Centres.

**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 Aquatics 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 assist in the planning, preparation, and delivery of a range of swimming lessons to all ability groups or individuals. You will communicate clear explanations and demonstrate appropriate swimming techniques to pupils.

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. You will advise of the appropriate award of badges and certificates for swimming lesson pupils.

To be a positive role model, creating a positive environment in which to motivate and encourage participation of pupils.

To make sure safety standards are followed in sessions, ensuring safe provision and use of all equipment.

To take instruction and provide assistance to the Aquatics Co-ordinator when needed and to provide an effective poolside service.





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| **Responsibilities:****Team:*** You will work with your colleagues to prioritise team objectives over individual objectives.
* You will provide schemes of work and lesson plans relevant to the instruction being undertaken.
* You will promote and support councils Learn to Swim programme.
* You will provide good teaching practice in relation to strokes and pool safety.
* You will ensure the safe use and storage of any equipment required.
* 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.
* As required, take responsibility for the rapid and effective application of lifesaving skills.

**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.
* In line with the Digital Strategy you will actively support the use of digital systems in all aspects of work.
* Compliance and commitment to Council’s Safeguarding Policies and relevant legislation
* All other duties and responsibilities as appropriate for the post to be carried out effectively.

**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, external partners and the public to ensure the Council’s priorities and objectives are met.
* To adhere to the Council’s Data Quality Policy at all times by ensuring the high standard and accuracy of information is produced by the postholder, and to undertake any roles and specific duties in line with the Council’s Data Quality Policy and Performance Management Framework.
* 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

**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
* Excellent product knowledge and experience of equipment used for classes.
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| **Skills & Abilities*** Excellent communication skills both verbal and written.
* Good IT skills in order to use electronic registers and lesson administration systems.
* Work with the Team in a positive and constructive manner to achieve results.
* Excellent planning and organisational skills.
* Good planning ability
* A good communicator
* Good class management and motivation skills
* Customer care skills
* Ability to follow direction and operate as part of a team.
* Knowledge of current safety requirements for management of swim groups.
* High personal integrity and motivation
* A level of fitness to facilitate a safe operation of duties.
* An open and caring personality
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**You will play a key part in our organisational culture:**

**FORWARD THINKING** – Looks ahead to the consequences of decisions and actions

**RESPECT** – Considers impact of all actions on the customer

**PROFESSIONAL** – Demonstrates high standards of professional behaviour and integrity

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

**ONE TEAM, ONE COUNCIL** – Takes initiative to seek out and communicate information relevant to own and team role