

## JOB DESCRIPTION

<b>Job Title</b>	Casual Swimming Teacher
<b>Job Reference Number</b>	L1854
<b>Closing Date</b>	Ongoing
<b>Interview Date</b>	TBC
<b>Location</b>	Heywood Sports Village, Middleton Arena, Rochdale Leisure Centre
<b>Pay Band</b>	Band 3, Step 11, £20,217 (pro rata if part time)
<b>Hours of Work</b>	Casual
<b>Accountable To</b>	Deputy General Manager / General Manager
<b>Accountable For</b>	n/a
<b>Special Conditions</b>	The post-holder is expected to be flexible to ensure that the needs of the business are met at all times and evening and weekend working will be required as directed by the service.

### 1. PURPOSE AND OBJECTIVES OF THE JOB

The purpose of the job is to provide a professional, efficient and high quality service to Customers of the Centre. This includes delivering swimming lessons, in line with STA Guidance, to a range of learners from babies to adults as part of the Your Trust Swim Academy

### 2. PRINCIPAL DUTIES AND RESPONSIBILITIES

- a) To plan, prepare and deliver a range of swimming lessons to all ability groups in line with the current swimming development programmes;
- b) To provide information and feedback to Parents and Swim Co-ordinators regarding learners swimming lesson performance;
- c) To record and maintain records on attendance, performance and progress of swimmers;
- d) To evaluate swimmers in line with the agreed policies of assessment;
- e) To deliver Water Safety Classes in line with the National Curriculum Award;
- f) To follow agreed guidelines relating to swimming programmes;
- g) To be responsible for the setting up, clearing away of equipment in accordance with health and safety regulations and centre operating procedures;

- h) To be polite, friendly, courteous and helpful-at all times and with basic enquiries from customers and members of the public appropriately.

### 3. **SECONDARY DUTIES AND RESPONSIBILITIES**

- a) Data Quality - To ensure that Your Trust policy and procedures in respect of Data Quality are adhered to consistently and at all times in respect of any data collected or used in the planning and delivery of services.
- b) Equality & Diversity - To work in accordance with Your Trust policy and procedures relating to the promotion of equality and diversity and to ensure that these are effectively and pro-actively applied in the delivery of all facilities and services.
- c) Health, Safety and Welfare - To be responsible for the health, safety, and welfare of self and other persons who may be affected by job holder's actions or omissions whilst at work. Additionally, be responsible for maintaining and implementing the requirements of the Health and Safety at Work Act and for the execution of any duties and responsibilities attached to the job within the company's health and safety policy and procedures. A high standard of personal hygiene and personal presentation is required at all times.
- d) Performance Management - To promote and practice a performance management culture within all facilities and services, including the setting and achieving of team and individual performance targets and the implementation of robust monitoring, evaluation and reporting systems.
- e) Relationships - To promote positive working relationships with all internal and external parties.
- f) Training and Development - To participate in any training initiatives in relation to the duties of the post and ensure that personal qualifications are kept valid via attendance on training as provided by the service as reasonably practicable.

## PERSON SPECIFICATION

<b>Job Title</b>	Swimming Teacher
<b>Job Reference Number</b>	L1854

### Note to Applicants

The **Essential** criteria are the qualifications, experience, skills or knowledge you must show you have to be considered for the job.

The **Desirable** criteria are used to help decide between candidates who meet all the Essential criteria.

If the **How Identified** column says Application Form you must include in your application information to show how you meet the criteria using examples from paid/voluntary work or Education.

Qualifications and Experience	Essential / Desirable	How Identified
Experience of teaching swimming at a variety of levels and with all ages	Essential	Application Form / Interview
Level 2 STA Swimming Teachers Certificate	Essential	Application Form / Interview
National Rescue Test for Swimming Teachers (NRSTC)	Essential	Application Form / Interview
RLSS national pool lifeguard qualification (NPLQ)	Desirable	Application Form / Interview

Skills and Knowledge	Essential / Desirable	How Identified
Ability to follow laid down procedures, work under pressure and without constant supervision	Essential	Application Form / Interview
Ability to work within a team with common objectives.	Essential	Application Form / Interview
Effective communication skills and the ability to deal with members of the public	Essential	Application Form / Interview
Excellent time management skills	Essential	Application Form / Interview
Awareness of health & safety	Desirable	Application Form / Interview

Special Working Conditions	Essential / Desirable	How Identified
Able to work flexibly including weekends, evenings and Bank Holidays	Essential	Application Form / Interview
Demonstrate commitment to Your Trust Values of PRIDE	Essential	Application Form / Interview

Special Working Conditions	Essential / Desirable	How Identified
High standards of personal presentation and appearance	Essential	Interview
Full UK driving licence	Desirable	Application Form / Interview

<b>Post Holder Name</b>	
<b>Post Holder Signature</b>	
<b>Date</b>	

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Completed By: Head of Sport and Leisure