

## JOB DESCRIPTION

|                             |   |
|-----------------------------|---|
| <b>Job Title</b>            | Swimming Teacher  |
| <b>Job Reference Number</b> | L2165   |
| <b>Closing Date</b>         | Monday 10 January 2022  |
| <b>Interview Date</b>       | Tuesday 18 January 2022   |
| <b>Location</b>             | Heywood Sports Village  |
| <b>Pay Band</b>             | Band 3, Step 11, £10.97 per hour  |
| <b>Hours of Work</b>        | 16 Hours Per Week – Saturday, Sunday & Monday   |
| <b>Accountable To</b>       | General Manager, Deputy General Manager, Assistant Manager  |
| <b>Accountable For</b>      | Not Applicable  |
| <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, weekend and Bank Holiday working will be required as directed by the service. All positions are subject to a DBS Check appropriate to the role. |

### 1. PURPOSE OF THE JOB

The purpose of the job is to provide a professional, efficient and high quality service to customers of Your Trust. 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 deal with basic enquiries from customers and members of the public appropriately;
- i) To undertake other such duties and responsibilities of an equivalent nature as may be determined by your Line Manager including providing cover as necessary in the absence of staff;
- j) To work at other Your Trust venues as required to which advance notice and training will be provided if required;
- k) To wear the Your Trust issued uniform and ID badge at all times and to ensure the uniform is kept presentable.

### **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> | L2165            |

### Note to Applicants

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

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

If the **Identified By** column says **Application Form (A)** you must include in your application information to show how you meet the criteria using examples from paid/voluntary work or Education. If the column says **Interview (I)** this will be discussed at this stage.

| Qualifications and Experience   | Essential / Desirable | How Identified               |
|---|-----------------------|------------------------------|
| Qualified to Level 1 / 2 STA Swimming Teachers Certificate                                  | Essential             | Application Form / Interview |
| Experience of teaching swimming at a variety of levels and with all ages                    | Essential             | Application Form / Interview |
| Hold National Rescue Test for Swimming Teachers (NRASTC)                                    | Essential             | Application Form / Interview |
| Hold NQLP 9 <sup>th</sup> Edition AED   | Desirable             | Application Form / Interview |
| Qualified to GCSE Grade D or above in Maths and English                                     | Desirable             | Application Form             |
| Hold Emergency First Aid or demonstrate commitment and ability to achieve within 3-6 months | Desirable             | Application Form             |

| Skills and Knowledge  | Essential / Desirable | How Identified               |
|---|-----------------------|------------------------------|
| Ability to develop positive relationships with stakeholders, partners and members of the public | Essential             | Application Form / Interview |
| Friendly, outgoing person who likes to work with different clients                              | Essential             | Application Form / Interview |
| 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 |
| Excellent communication; both oral and written and excellent interpersonal skills               | Essential             | Application Form / Interview |
| Excellent time management skills  | Essential             | Application Form / Interview |

| Skills and Knowledge           | Essential / Desirable | How Identified               |
|--------------------------------|-----------------------|------------------------------|
| Awareness of health and safety | Desirable             | Application Form / Interview |

| Special Working Conditions  | Essential / Desirable | How Identified               |
|---|-----------------------|------------------------------|
| Able to work flexibly including evenings, weekends and Bank Holidays        | Essential             | Application Form / Interview |
| Demonstrate commitment to Your Trust Values of Curiosity, Passion and Trust | Essential             | Application Form / Interview |
| High standards of personal presentation and appearance                      | Essential             | Interview                    |
| Full UK driving licence or ability to travel around the Borough             | Desirable             | Application Form / Interview |

|                              |             |
|------------------------------|-------------|
| <b>Post Holder Name</b>      | Toni Cooper |
| <b>Post Holder Signature</b> | T V Cooper  |
| <b>Date</b>                  | 03.12.2021  |

Version: Date

Completed By: Recruiting Manager