



Post **Swimming Instructor (Level 1 Qualified)**

Reporting to Duty Manager (Swimming)

LIAISES WITH Head of Operations, Duty Managers, Office/HR Manager, Finance Manager, Reception Membership Admin Support, Receptionists, members of the public

1. THE ROLE

Under the direction of the Duty Manager (Swimming), you will assist in the provision of progressive and structured aquatic sports instruction and activities to both children and adults of all abilities.

2. MAIN RESPONSIBILITIES AND DUTIES:

1. Assist in the delivery and provision of a range of aquatics based activity including general swimming lessons for all ages and abilities, Rookie Lifeguard, Parent and Babies/Toddlers lessons and any other form of aquatics provision that Formby Pool Trust operate all in accordance with the national guidelines (ASA National Plan for Teaching Swimming ASA NPTS).
2. Assist in the preparation and implementation of schemes of work to ensure continual development of all children and adults through the ASA NPTS according to ability.
3. Assist in the Instruction of swimming lessons to children, individuals and other user groups of all ages.
4. Assist with record keeping and administrative duties on all courses, including registers, progress cards and awards attained/issued to ensure a good quality service using the Trusts relevant ICT and databases.
5. To ensure compliance with Health and Safety Regulations and rules of management at all times during employment.
6. Provide customers with a polite, friendly, exciting and efficient service, giving due attention to customer care at all times.
7. Ensure the safety of all swimmers under direct supervision within each class environment.

8. Actively promote secondary sales opportunities wherever possible – merchandise, swimming awards, swimming accessories, lesson promotion etc.
9. Assist with the set-up, storage and set-down of all equipment and ensure all equipment used is fit for the purpose in accordance with Formby Pool Trust QMS system (PSOP).
10. Comply with all operational systems and procedures including the NOP and EAP.
11. Adhere to appropriate codes of conduct and good practice guidelines implemented by Formby Pool Trust including the reporting of all accidents and incidents to the correct personnel.
12. Attend team meetings and CPD sessions as required by the Duty Manager (Swimming), such meetings and training may take place outside of working hours. Attendance will be compulsory.
13. Liaise with the Duty Manager (Swimming) and the Reception Membership Admin Support to ensure the progression of swimmers through the lesson programme.
14. This job description is a representative document. Other reasonably and similar duties may be allocated as the role develops. This will be in keeping with the general character and grading of the post.
15. Work with a strong and focused approach to maximising income and growing participation.
16. Display the highest standards of professional behaviour.
17. Undertake any necessary training associated with the duties of the post.
18. Time-keeping is essential during the delivery of lessons to ensure each lesson starts and finishes on time.
19. Implementing the fundamentals method within each lesson.

General Conditions

1. This is a **T.B.C.** hour week post.
2. This post will require regular evening and weekend work.
3. If in possession of the relevant qualifications, Level 2 cover may be required (acting up).
4. Formby Pool Trust offer a pension scheme.
5. Due to the nature of the work involving working with children and vulnerable adults this post is exempt from the provision of the Rehabilitation Offenders Act 1974 by virtue of the ROA 1974.
6. Formby Pool Trust operates a no-smoking policy.
7. All employees are responsible for the implementation of the Health & Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure appropriate improvements are made where necessary.
8. The successful candidate will be subject to a DBS check (CRB Check) before offer of employment is made.
9. Since confidential information is involved with the duties of this post, the post holder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

10. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

11. Where the post holder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.

Person Specification – Swimming Instructor (Level 1 Qualified)

	Essential	Desirable	Method of Assessment
Qualification	ASA Level 1 Swimming Teacher or relevant sports coach / instructor qualification	NPLQ RLSS Rescue Award for Swimming Teachers First Aid qualification	AP
Experience	Instructing swimming to a range of different ages and abilities using the ASA National Plan for Teaching Swimming (ASA NPTS) Working in a customer focused environment	Teaching/instruction of other aquatic sports & activity Preparing and implementing swimming lesson schemes Keeping records, including registers, progress made, awards attained and incidents Confident working as part of a team to deliver lessons Assisting in delivery of water based activities	AP/I
Skills	Strong and confident interpersonal, motivational and communication skills	Ability to efficiently plan sessions Record keeping Ability to work under own initiative	AP/I
Abilities	Sport & Recreation Health & Safety regulations around swimming pools, coaching and instruction Aquatic based activity, teaching, coaching and the A.S.A. National Plan for teaching swimming Equality and Diversity	How to prepare swimming lesson development plans Lesson organisation Fun initiatives to implement within lessons.	AP/I

Other	Must be able to work out of hours as required Must be willing to provide cover for absent Swimming Instructors as required		AP/I
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