



JOB DESCRIPTION

TITLE: Swimming Teacher / Swimming Instructor

DIVISION: Leisure

DATE PREPARED: November 2016

RESPONSIBLE TO: Swimming Coordinator

MAIN PURPOSE

The swimming teacher/Instructor will be responsible to provide an effective and efficient swimming instruction service at Mytime Active leisure facilities with accountability to deliver a service which significantly contributes to the strategic aims and objectives of Mytime Active by:

- Ensuring all poolside activities and scheduled swimming lessons are promoted effectively and delivered to the highest standards, creating an exceptional experience for all participants;
- Responsible for developing creative and innovative classes following the ASA National swim plan for teaching swimming;
- Providing a safe and enjoyable environment for all participants within the pool and surrounding areas;
- Deliver exceptional customer service by providing personal attention to all participants;
- Accurately update and complete registers, including signing in and out of ipods, for the function to track attendance and improvements in service making sure individual, team and departmental targets are being consistently met;
- Work closely with swimming coordinator to improve Get Active in Swim programme, in order to help achieve commercial success within the department and Mytime Active.

SUMMARY OF RESPONSIBILITIES AND DUTIES

1. To ensure an enjoyable and efficient delivery of the 'Get Active in Swimming' Programme (GAIS), teaching to a wide range of ages and abilities and encourage them to maintain participation and progression through effective planning, organisation and coaching;
2. To have a clear understanding of the GAIS programme, expected standards required and deliver sessions based on consistency and quality;
3. To ensure that participants achieve all the outcomes at each individual stage, regularly assess each participants ability and development and trigger movements of all participants who are ready to progress up;
4. To sign-out ipod before commencing swimming session and sign-in ipod at the end of the swimming session;
5. To constantly update, manage and complete the registers, if necessary highlighting any issues or concerns to reception i.e. direct debit payments, participant attended but not on register etc.;
6. To take reasonable care of any equipment issued by Mytime Active (MTA), ensure it is used correctly, operated within health and safety guidelines and report any faults or maintenance issues to reception;
7. To ensure all customer/parent/guardian(s) who have queries or wish to make a complaint are directed to reception, 'do not deal with them directly';
8. To complete, a minimum of one participant per month, competencies for all participants and liaise with Swimming Coordinator, where required to do so;
9. To proactively contribute to future GAIS developments or improvements, feedback to swimming coordinator, via reception if necessary, on any concerns or changes that affect the GAIS programme;
10. To be responsible for, and promote through GAIS programme, the good conduct and safe use by all participants whilst they are on the pool surround and in the water. This will also include rules that may be indicated within the pool normal operating procedures;
11. To take reasonable care of your personal, other employees and participants health and safety and cooperate with management so far as necessary to enable compliance with MTA's health and safety rules and legislative requirements;
12. To be aware of and abide to all MTA policies and procedures;
13. To adhere to any professional and MTA codes of conduct, as appropriate;
14. Demonstrate and promote commitment to MTA's values and objectives;
15. To follow and promote MTA's Safeguarding policies and procedures and report any child protection matters to the General Manager;
16. To attend MTA workforce development sessions, on occasion out-side your normal hours of work to ensure your health and safety, safeguarding and your continuous personal development;
17. To adhere and take part in any workforce development requirements, team meetings, performance reviews or other meetings, on occasions out-side your normal working hours, which is consistent with current and future business needs and which meets any relevant legislative standards;
18. To carry out, as may be required, any other duties, including administrative duties, commensurate with the responsibility of the post, as directed by the Swimming Coordinator.

SKILLS AND ABILITIES

- Ability to inspire confidence and motivate participants of all ages and abilities;
- Ability to demonstrate perseverance, patience and flexibility;
- Ability to react calmly, quickly and effectively in emergency situations;
- Skills in the application of lifeguarding surveillance and rescue techniques;
- Ability to effectively communicate with participants of all ages and abilities;
- Ability to work flexibly to meet the needs of the GAIS programme;
- Ability to demonstrate excellent planning and time management;
- Basic IT and Administration skills.

KNOWLEDGE

Essential:

- Knowledge of swimming and legal swim requirements;
- Knowledge of swimming strokes and teaching levels;
- Knowledge ASA code of ethics and conduct, equity policy and safeguarding Policy and Procedures;
- Knowledge of equal opportunities, health and safety and child protection;
- Basic knowledge of needs of young children;

Desirable:

- Knowledge of issues relevant to education and child development
- Knowledge of emergency First Aid procedures as NRASTC;

EXPERIENCE

- Experience of Aquatic teaching in groups of mixed ages and abilities;
- Experience of working in a pool or leisure environment;
- Experience of successfully upskilling new swimmers, building trust and rapport with children and their parents;
- Experience of working with children and produce documentation to support progress assessments;
- Experience on planning and delivering swimming sessions appropriate to the level of participants;

QUALIFICATIONS

Essential:

- ASA Level 2 Full Swim Instructor Qualification (*ASA level 1 holders will need to pass an assessment and demonstrate commitment to obtaining ASA level 2*)

Desirable:

- National rescue award for swimming teachers and coaches;
- An up to date first-aid at work qualification;
- National Pool Lifeguard qualification or similar;
- Other complimentary ASA/STA Qualifications (*e.g. Adult & Child, disability, other aquatic etc.*).

CONDITIONS OF EMPLOYMENT

- MTA is committed to safeguarding and promoting the welfare of children, Swimming Teacher and instructor post is exempt from the rehabilitations of offenders act and will be required to undergo child protection screening including checks with past employers, qualifications, enhanced disclosure and barring service check, and disqualification by association check.
- All employees are subject to health clearance check and to undergo a medical examination, if required.
- To maintain any professional registration, licences or qualifications, which are essential to the post held.

SPECIAL REQUIREMENTS

- To demonstrate high level of honesty and integrity and to be approachable, welcoming, friendly positive, self-motivated, flexible and punctual;
- To creates an enjoyable environment for participants;
- Able to evidence of a personal commitment to continuing professional development and maintaining an up-to-date professional knowledge;
- To wear suitable clothing for teaching in the water;
- To arrange cover for any planned absence and inform swimming Coordinator of changes in good time;
- To efficiently and effectively meet the needs of the service and be able to work across a variety of MTA leisure sites.

Please note:

You will take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties in accordance with the provisions of Health and Safety legislation, MTA's Health and Safety Policy Statement, associated protocols and health and safety management systems.

CERTIFICATION

Employee Signature: Date <i>I certify that I have read and understand the responsibilities assigned to this position.</i>	Managers Signature : Date <i>I certify that this job description is an accurate description of the responsibilities assigned to the position.</i>
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The above content are intended to describe the general nature and level of work being performed by the post holder. They do not form part of the contract of employment and are not intended to be an exhaustive list. The post holder may be reasonably required to perform duties other than those given in the job description.

Version: V2/112016/TA	PREPARED BY: People Service Lead (Leisure & Golf)
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