**Total Swimming Academies – Job Description**

Specific Key Responsibilities

* Manage, develop and monitor the implementation and administration for the Learn to Swim program in order to meet the requirements of the Total Swimming Academies programme with the integration of the ASA Learn to Swim Framework.
* Assist in the effective operations of the activity of the swim school programme by teaching where required, as agreed with line manager. Minimum of 12 weekly teaching hours.
* Co-ordinate the efficient and effective deployment of the team, to meet the customer, financial and operational demands of the regional programme.
* Mentor and develop all swimming teacher / coaches in accordance with TSA training programs.
* Co-ordinate a recruitment strategy to ensure constant access to instructors and implement staff training and induction sessions with new instructors Networking and building relationships with local active schools and similar sports networks in the local area.
* Prepare lesson plans and a comprehensive scheme of work that meets the requirements of the programme.
* Assist in programming and promotions by innovating ideas and initiating actions to meet the demands of the customers, organisational plans and retention programmes.
* Assist in the communication, sales, marketing and promotion of Total Swimming Academies.
* Establish and maintain excellent relationships with our customers and potential customers, handling and escalating complaints where appropriate.
* Maintain own mandatory qualifications, licensing and CPD/ training requirements.

Carry out additional duties when required that commensurate the role Person Specification. We are looking for an enthusiastic, confident, self-starter with the ability to inspire and deliver exceptional results.

You are passionate about sport and the way in which physical activity can change people’s lives.

Most importantly, you are focused and driven to deliver on time and within budget without ever compromising the Total Swimming Academies experience. You are a natural leader, a person who leads by example and demonstrates good judgement at all times.

* Self-confident and able to inspire confidence in others.
* A solutions-focused team player with a “can-do” attitude.
* Observant – notices customers and anticipates their needs.
* Ability to work flexibly to meet the needs of the swimming lesson program.
* Experience of supervising a team including training, development, appraisals, performance management and mentoring staff.
* Excellent verbal communication skills, particularly in relation to building trust and rapport with children and their parents/carers.
* Professional and sympathetic to the interests and needs of the swimmer. Education ASA/STA Level 2 Qualified Swimming Teacher.
* NPLQ or RLSS Reach &amp; Rescue Qualification desirable.
* Sport related qualifications desirable -‘A’ Levels or equivalent Essential Skills - Knowledge and understanding of the ASA Learn to swim framework.
* IT literate (Microsoft office).
* Excellent organisational and planning skills -Great communication skills, both written & verbal.
* Time management and prioritisation skills - Exceptional customer service skills - Good numerical skills.

Essential Experience

* Management of small or larger teams.
* Previous teaching roles in a learn to swim environment.
* Working within a target driven organisation committed to quality service delivery.
* Working towards clear KPIs.
* Knowledge of Swimming / Aquatics Delivery.
* Understanding of relevant health and safety and employment legislation.
* Enthusiastic and passionate about sport / swimming. Self-motivated and resourceful individual.