

# JOB DESCRIPTION

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| **Post Title:** | Swimming Teacher | **Department / Service:**  | Leisure Services |
| **Hours:** | Casual | **Level:** | G05 |
| **Location:** | Conwy Swimming Pools | **Job Evaluation Number:**  | SL0679 |
| **Responsible to:** | Swimming Lesson Co-ordinator | **Responsible For: (Staff)** | Supervision of swimming assistant |

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| **Job Purpose:** |
| To deliver high quality swimming tuition to children of all abilities |

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| **Duties and Responsibilities - Job Specific** |
|  | To provide effective and high quality instruction of swimming for all abilities, in accordance with the training and guidelines provide by the approved national governing body |
|  | Be responsible for keeping personal professional knowledge up to date along with attending seminars and workshops and to ensure that the swimming teaching qualification is kept up to date. |
|  | To ensure lessons are progressive and contain work relating to stroke development and water safety to ensure pupils work towards achieving the required standard as laid down in the National Curriculum |
|  | To provide all swimmers with positive feedback and encouragement |
|  | To ensure all pupils are assessed against the required criteria (currently ASA National Curriculum Award) and assessments are recorded onto the relevant spreadsheets and passed to the Aquatic Development Officer |
|  | To ensure the classes start and finish on time. This includes equipment required for all classes is available on poolside |
|  | Ensure the records of classes are maintained and retained on site |
|  | To maintain accurate records of lessons and the attendance of pupils |
|  | The general management of swimmers allocated to you, including responsibility for the safety and control of swimmers, in accordance with the centres NOP’s |
|  | To attend school swimming teachers meetings and take an active role |
|  | If at any time during your contracted hours the “group” you are scheduled to take is cancelled, you are required to undertake alternate duties as directed by your line manager |
|  | Due to insufficient participation levels assist management to promote the specific class or to recommend change. |
|  | We believe that our community vision starts with our staff and permeates through all our business, so we recognize the need to always protect the image and reputation of Ffit Conwy by upholding our beliefs and positively promoting and representing Conwy Council/Ffit Conwy |
|  | At all times to wear the uniform provided ensuring it is maintained in a smart and clean condition |
|  | To only promote Ffit Conwy services and image whilst undertaking work on behalf of the Authority. |
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|  | To present a positive professional attitude and image to the public, delivering high standard classes. |

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| **Duties and Responsibilities – Corporate**  |
|  | To be responsible for establishing good working relationships both internally and externally. |
|  | Compliance with the Authority’s Policies and Procedures and to make known to Senior Officers any areas which are not adequately covered. |
|  | To participate actively in supporting the Authority’s principles and practices of equality of opportunity as laid down within the Equalities Policy. |
|  | To be responsible for the application of Health & Safety practices within the daily operations, sharing a common responsibility for Health & Safety across the department, directorate and Authority as a whole. |
|  | Employees will be required to give certain information relating to themselves in order that the Authority may properly carry out its duties, rights and obligations as an employer. The Authority will process and control such data principally for personnel, administrative and payroll purposes. |
|  | As a term of your employment and in order to maintain effective departmental operations, you may be required to undertake any other reasonable task, commensurate with your grade, as determined by your Line Manager or Head of Service. |
|  | Conwy is committed to safeguarding children and vulnerable groups. All Council employees are expected to be aware of the Corporate Safeguarding Policy and their responsibility to report any concerns in the appropriate manner and timescales. |

###### **Review Date/Right to Vary**

This job description is not intended to be an exhaustive list of duties. The Authority reserves the right, after appropriate consultation with you, to vary your duties and responsibilities within the parameters of your grade and occupational competence in order to respond to changes in the needs of the service.

**Signed by:** …………………………………………. **Date:** …………………………..

 **Employee’s Name and Signature**

**Approved by**

**Head of Service:** ………………………………….. **Date:** ……………………………..

# PERSON SPECIFICATION

**Post: Swimming Teacher**

**Date: December 2022**

**Please Note: In order to be shortlisted for this post you will need to demonstrate that you meet all the criteria ranked as E - Essential.**

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| **Factor** | **Requirements** | **How Identified** | **Essential** | **Desirable** |
| **Knowledge & Skills** | Hold ASA Level 2 Teaching aquatics (or equivalent) qualification or willing to achieve within 3 months. | AF | E |  |
| Requirement to complete Enhanced Disclosure and Barring Check (DBS) | V | E |  |
| Previous experience teaching swimming  | I/R |  | D |
| Commitment to continuous personal development in Swimming Teaching | AF | E |  |
| The ability to communicate in English is essential. | AF/I | E |  |
| The ability to communicate in Welsh is desirable. | AF/I |  | D |
|  | Emergency First Aid Qualification | V |  | D |
| **Supervision & Management** | Ability to work with minimum supervision | R | E |  |
|  | Ability to supervise assistants where support is needed for set up or class delivery | AF/I | E |  |
|  | Ability to supervise customers ensuring their safety and disciples and correcting their technique | AF/I/T | E |  |
| **Creativity & Innovation** | Ability to plan swimming lessons  | AF/R | E |  |
| Ability to deliver exciting, motivation and progressive swimming lessons for children | I/R | E |  |
| **Contacts &** **Relationships** | Ability to engage and communicate effectively with members of the public, parents and students. | AF/I | E |  |
| To be an effective team member working alongside all centre staff and management. | R/I | E |  |
| To represent Conwy County Borough Council and the aims of Ffit Conwy | AF/I | E |  |
| Ability to deal with any complaints or queries in relation to the classes as a first point of contact. | AF/I | E |  |
| **Decisions / Recommendations** | To continuously develop and improve the delivery of lessons and make recommendations regarding assessments | R/I | E |  |
| To make decisions and recommendations in regards to welfare of customers and adaptations to routine to suit all abilities | AF/I | E |  |
| **Resources** | Responsible for checking that all equipment is in good working order before the commencement of the session. | AF | E |  |
| **Physical Demands** | To demonstrate punctuality and ensure classes are ready to start on time. | AF/I | E |  |
| Be physically fit | I | E |  |
| To be flexible in being able to coach and teach at all Centres in the County or online | AF/I | E |  |

Please Note: In order to be shortlisted for this post you will need to demonstrate that you meet all the criteria ranked as E - Essential.

Identification of the requirements will be through the:

Application Form (AF),

Interview (I),

Test at interview (T),

Presentation at interview (P),

Verification (V)

Reference (R)