



SYLVESTRIAN

LEISURE CENTRE

JOB DESCRIPTION

JOB TITLE

Swimming Teacher

DEPARTMENT/SECTION

Sylvestrian Leisure Centre

LINE MANAGER

Swim School Coordinator

SAFEGUARDING

“Forest School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the disclosure and Barring service. We are an equal opportunities employer.”

The Postholder will be required to:

- Complete an Enhanced Disclosure and Barring Service (DBS)
- Complete Child Protection Training
- Promote and safeguard the welfare of all children and adolescents they are responsible for, or whom they come into contact.

JOB SUMMARY

Sylvestrian Leisure Centre requires an experienced, enthusiastic swimming Teacher to be able to help children from ages 3 – 16 to develop confidence, proper swimming techniques and skills within a swimming pool environment. The swim instructor’s responsibilities include evaluating each student’s performance during swim sessions and providing feedback, completing attendance and progress records in line with STAs criteria and the centres policies.

To be successful in this role, you should be able to plan and deliver fun lessons and cater for different swimming abilities. The post holder should be able to demonstrate patience, enthusiasm and be able to motivate students to be able to accomplish their swimming goals. The post holder must be able to adapt lessons for individuals and be able to correct swimming techniques for front crawl, back crawl and breaststroke.

As a swimming teacher at Sylvestrian you must ensure you have a comprehensive understanding of the normal operations and Emergency Action Plan in relation to School and community times. You must ensure the highest level of ‘duty of care’ with a view to the responsibilities of safe practice performed by the pupils within your charge or effected by you or your groups actions during the Swimming Programme.

KEY DUTIES AND RESPONSIBILITIES

- Follow policies and procedures outlined in the Pool Safety Operating Procedures (PSOP)
- Provide safety instructions to pool users throughout their visit.
- To ensure the highest level of ‘duty of care’ with a view to the responsibilities of safe practice performed by the pupils within your charge.
- Ensure Safe usage and storage of swimming equipment.
- To ensure the instruction of swimming is of the highest quality attainable to enhance the Learn to Swim Programme.
- To efficiently implement the Centre’s Learn to Swim Programme
- To assess the performance of individuals and group development as required throughout the course of lessons.
- To liaise and develop a good working relationship with the Swimming Co-ordinator, members of the management team, school teachers and operational staff, with the aim of enhancing a positive profile for the Company.
- To develop an effective, professional teacher/pupil relationship to enhance the quality of the interaction between instruction and learning.
- To ensure the recording of any information required as part of the Learn to Swim Programme, or as requested to do so by the Swimming Co-ordinator is of the highest standard.
- To use anything that they are provided with in accordance with any training they have been given (where that has an application for Health and Safety).
- Communication and Co-operation is required with the Management Team.

FOREST SCHOOL’S POLICY AND PROCEDURE

The postholder is required to actively follow and abide by all Forest school policies and procedures including Equal Opportunities and Child protection. The postholder should retain an awareness to and observe fire and health and safety regulations.

TERMS OF EMPLOYMENT

- Casual Employment contract where work will be offered on ad “ad hoc” basis.
- Will be set on an hourly wage.
- Post holder will be paid monthly.
- Post holder will be subject to our standards of conduct and rules.
- You will receive payment in respect of holidays in line with Working Time Regulations.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS:		
<ul style="list-style-type: none"> • A valid STA Level Award in Teaching Swimming Certificate or equivalent 	✓	
<ul style="list-style-type: none"> • A valid STA Safety Award for teachers Certificate or equivalent 		✓
<ul style="list-style-type: none"> • A valid First aid certificate by a recognised organisation 		✓
EXPERIENCE:		
<ul style="list-style-type: none"> • 6 months experience in a similar role 		✓
<ul style="list-style-type: none"> • Experience of leading effective communication to a team 	✓	
<ul style="list-style-type: none"> • Experience of leading a group activity 	✓	
KNOWLEDGE AND SKILL:		
<ul style="list-style-type: none"> • Excellent communication and interpersonal skills 	✓	
<ul style="list-style-type: none"> • Excellent organisation skills 	✓	
<ul style="list-style-type: none"> • To use initiative and be proactive 	✓	
<ul style="list-style-type: none"> • Professional attitude with customers and employees 	✓	
ATTITUDES		
<ul style="list-style-type: none"> • Possess a positive attitude and approach to change and development. 	✓	
<ul style="list-style-type: none"> • Work collaboratively and effectively with others within the team. 	✓	
<ul style="list-style-type: none"> • Ability to work individually and with others 	✓	
<ul style="list-style-type: none"> • Ability to build and maintain positive, respectful relationships with customers and colleagues 	✓	
<ul style="list-style-type: none"> • Ability to deal with difficult situations calmly and effectively. 	✓	
<ul style="list-style-type: none"> • Ability to be open minded and put forth any ideas to improve the facilities and services to the postholders line manager 	✓	