



## **Swimming Teacher – Level 2**

Swimming Teachers report to the Pool Manager and work under the guidance of Deputy Pool Manager. The responsibilities include teaching a variety of classes to children of all ages and abilities in accordance with the Swim England National Swimming Curriculum.

### **Duties and Responsibilities**

#### **Swimming Lessons**

- Work with a group of swimmers to help them achieve the aims required by National Plan for Teaching Swimming
- Produce session plans appropriate to the groups you are to work with in accordance with the Swimming Pool Schemes of Work
- Swimming Teaching from Poolside or assisting in the water as required by the Pool Manager/Deputy Pool Manager
- Maintain records and notes to detail the needs of an individual swimmer
- Keep up to date registers of all swimmers attending sessions
- Work as part of a team, if necessary assisting with emergencies or evacuations
- Teach in accordance with, the Normal Operating Procedures and Emergency Action Plan
- To have a good knowledge of the centre programme and activities and to answer basic questions when required
- Assisting with setting up of Children's Lessons safely and promptly as directed by the Pool Manager/ Deputy Pool Manager
- Responsible for the safety and discipline of swimmers whilst on duty
- Attend meetings where reasonably requested by the Pool Manager/ Deputy Pool Manager
- Participate actively in supporting the principles and practice of equality of opportunity as laid down by Mount Kelly Swim Centre Equal Opportunities Policy

#### **Health and Safety/Child Protection**

- Maintain Health and Safety procedures including the Emergency Contact Details and Medical alerts for swimmers in the group
- Knowledge of the building, layout and basic equipment, in order to answer basic questions from customers
- Provide First Aid and reassurance until the Lifeguard is available to take over filling in the Accident Book/Incident report if necessary
- Ensure all areas are clean and tidy at all times and safe from trip hazards at all times
- Report any faults or defects promptly to the Pool Manager/Deputy Pool Manager
- Ensure compliance with Mount Kelly Health and Safety and Safeguarding Procedures within the workplace
- To carry out all procedures and deal with all situations as indicated in the Normal Operating Procedures and Emergency Action Plan.

### Customer Care

- Demonstrate good Customer Care/Public Relations skills and have an awareness of customer requirements and behaviour.
- To provide advice to customers on a first point of call basis, referring where necessary.
- Be punctual for all sessions wearing the correct uniform.
- To actively participate in supporting and promoting the principles and practice of equality of opportunity as detailed in the Mount Kelly Swim Centre Equal Opportunities Policy.
- To carry out all procedures and deal with all situations in accordance with the Normal Operating Procedures and Emergency Action Plan
- To adhere to the Mount Kelly Swim Centre Confidentiality Policy
- To adhere to the Mount Kelly Swim Centre Photography Policy

### Continuous Professional Development

- Ensure all qualifications are renewed and updated as and when necessary
- Remain aware of the technical rules of swimming strokes as they change

### Personal Specification

| <b>Skills and Knowledge</b>       | <ul style="list-style-type: none"><li>• Strong interpersonal skills and an ability to build relationships.</li><li>• Reliable with good time management skills</li><li>• The ability to work independently and sometimes under pressure</li><li>• Good communication skills</li><li>• An ability to prioritise</li><li>• A commitment to high quality customer service</li><li>• An in-depth knowledge of Swimming and Coaching skills</li><li>• Able to work in a team environment</li></ul> |
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| <b>Qualifications/ Experience</b> | <ul style="list-style-type: none"><li>• Experience working as a Swimming Teacher</li><li>• Sound knowledge and experience of working to Swim England teaching plans</li><li>• A good understanding of and commitment to customer care</li><li>• A relevant and current Swimming Teaching qualification Swim England level 2 or above</li><li>• An understanding of Health and Safety issues within swimming pools</li></ul>   |
| <b>Other Requirements</b>         | <ul style="list-style-type: none"><li>• Satisfactorily meeting employment checks – Disclosure and Barring Service (DBS) check, references, qualifications and legal entitlement to work in the UK</li></ul>   |

The Job Description provides a guide to and general description of the duties and responsibilities of the role and may be amended. It is not exhaustive and the post holder should be willing to undertake any other related tasks, as may be reasonably required.