

## JOB DESCRIPTION

Commercial Operations Leisure	
<b>POST:</b> Swimming Teacher Level 2	<b>POST NO:</b> 9434 <b>PAY RATE:</b> LOCALLY AGREED RATE 06
<b>RESPONSIBLE TO:</b> Senior Duty Officer - Operations	<b>RESPONSIBLE FOR:</b> None

This job description is intended as a working document only, giving a guideline to the major tasks to be performed. It is anticipated that the post will develop and working practices change in order to meet the demands of the service, new legislation or policies of the Council. It is expected that the post holder will contribute to and assist in the development of such changes.

### **JOB PURPOSE**

The role of the Swimming Teacher is to teach pupils to swim, from absolute beginners to improving techniques for competitive swimming

### **KEY ROLES AND RESPONSIBILITIES**

1. Deliver sessions appropriate to the level and number of students in the group.
2. Continuously monitor the progress of swimmers.
3. Evaluate sessions and give feedback.
4. To be aware of health and safety issues during your class.
5. Other

### **KEY TASKS**

- 1. Deliver sessions appropriate to the level and number of students in the group.**
  - a) Design and deliver innovative sessions, monitoring in writing the progression of participants in activities.
  - b) Arrive prior to the commencement of the lesson with time to check that the equipment meets the class needs and is safe and fully operational.
  - c) Structure and implement a course to follow the ASA National Plan for Teaching Swimming
  - d) Provide support and guidance to Swimming Helpers during sessions where they assist the Swimming Teacher.
- 2. Continuously monitor the progress of swimmers.**

- a) Confidently use the registers provided to monitor pupil's attendance and ability to perform required class criteria.
- b) Enthusiastically provide and show adequate teaching methods to teach pupils of all ages to swim.
- c) Utilise Swimming Helpers, where appropriate, to demonstrate swimming techniques.

### **3. Evaluate sessions and give feedback.**

- a) Proactively discuss with the Senior Duty Officer - Operations any issues regarding participants or the course structure.
- b) Complete award assessments as a mechanism of demonstrating pupil progression and recommendations to a higher level class as and when required.
- c) Inform the site Duty Officer of any safeguarding issues you may have.

### **4. To be aware of health and safety issues during your class.**

- a) Actively take all reasonable precautions in order to secure the health and safety of all participants during each session/class and follow recognised good practice.
- b) Ensure that all equipment is safe for use prior to the commencement of the session, with particular regard to the swimming pool and surrounds.
- c) Inform the Duty Officer of any potential health and safety risks identified generally and in particular to the equipment or activity area.
- d) Identify any requirements for new or replacement equipment and forward to the Senior Duty Officer -Operations.

### **5. Other**

- a) To wear suitable clothing when in the water teaching and uniform when out teaching on the poolside, maintaining a high personal standard and appearance.
- b) Ensure teaching area is tidy at the end of the session and all equipment is returned neatly to storage.
- c) Arrange cover from current staff list for any planned absences. (except agreed holiday)
- d) Cross-site working where applicable, to ensure the overall effective and efficient delivery of all partnership swimming provision
- e) Be innovative and contribute to the development of swimming in all meetings helping to maximise opportunities across the leisure facilities.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_