

Active Northumberland  
**JOB DESCRIPTION**

<b>Post Title:</b> Swimming Instructor - Level 2	<b>Director/Service/Sector :</b> Active Northumberland		<b>Office Use</b>
<b>Band:</b> 4	<b>Workplace:</b> Leisure Centres		<b>JE ref:</b> ANJD035
<b>Responsible to:</b> Swimming Coordinator	<b>Date:</b> September 2018		
<b>Job Purpose:</b> To deliver an excellent swimming programme			
<b>Resources</b>	Staff	Level 1 Swimming Instructors	
	Finance	None	
	Physical	Shared responsibility for the careful use of swimming equipment.	
	Clients	Duties have a direct impact upon the health and safety of customers, including children and vulnerable adults.	
<b>Duties and key result areas:</b>			
<ol style="list-style-type: none"> <li>1. Teach a 'Learn to Swim' programme, following ASA / Swim England guidelines.</li> <li>2. Deliver a school swimming programme that meets the needs of the National Curriculum.</li> <li>3. Ensure consistent progression of children &amp; adults attending 'Learn to Swim' or school swimming programmes.</li> <li>4. Contribute to an imaginative school holiday swimming programme.</li> <li>5. Provide regular feedback to customers/parents.</li> <li>6. Maintain registers of attendances.</li> <li>7. Meet your Duty of Care to meet all Health &amp; Safety requirements, in accordance with appropriate regulations and procedures.</li> <li>8. Fulfil normal operating plan (NOP) &amp; emergency action plan (EAP) obligations, especially with respect to schools pool evacuation procedures. Document accordingly.</li> <li>9. Maintain &amp; store all swimming pool equipment in a safe condition.</li> <li>10. Act as a 'lifeguard' as required.</li> <li>11. Undertake any other duties, as may be reasonably required.</li> </ol>			
The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.			
<b>Work Arrangements</b>			
Transport requirements:	Some travel between leisure centres may be required.		
Working patterns:	Evening and weekend working as part of a rota will be required.		
Working conditions:	Required to work in hot, humid conditions with chlorinated water.		

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PERSON SPECIFICATION**

<b>Post Title:</b> Swimming Instructor - Level 2	<b>Director/Service/Sector:</b> Active Northumberland	Ref: ANJD035
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Knowledge and Qualifications</b>		
Amateur Swimming Association (ASA) Level 2 Swim Teacher or equivalent	Royal Life Saving Society (RLSS) National Pool Lifeguard Qualification  Defibrillator trained	Application form. Interview. Certificates . References
<b>Experience</b>		
Clear understanding of National Curriculum & ASA 'Learn to Swim' scheme. Familiar with swimming pool NOP's & EAP's	Delivery of school & private swimming lesson programmes. Imaginative school holiday activity programmes.	Application form. Interview. References .
<b>Skills and competencies</b>		
Excellent motivational skills. Good teamwork and communication. Awareness of all appropriate Health & Safety regulations.	Competent with IT	Application form. Interview. References .
<b>Physical, mental and emotional demands</b>		
Friendly & courteous. Ability to connect and inspire confidence in customers. Responsible, enthusiastic & decisive. Smart appearance. Self motivated, with an ability to work effectively without supervision. Fit enough to cope with the physical demands of a range of duties. Constant awareness of the potential risks associated with the poolside working environment, especially in relation to potentially vulnerable children.		Application form. Interview. References .
<b>Other</b>		
Satisfactory DBS check. Flexible approach to working hours.	A commitment to 'healthy living'	Application form. Interview. References .

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits