



South Tyneside Council

REGENERATION AND ENVIRONMENT

JOB DESCRIPTION

POST TITLE: Swimming Instructor
GRADE: Band 4
RESPONSIBLE TO: Sport and Leisure Programme Officer (Swimming)

Overall Objectives of the Post:

To effectively deliver high quality customer service, clear instruction and safely supervise a range of participants to learn how to swim or develop their aquatic ability. This will include the swimming instruction programme for schools in accordance with the National Curriculum for up to Key Stage 2 and also the internally organised lessons for the junior and adult members of the public. To contribute to the operational requirements of the pool and undertake the duties of a lifeguard, as necessary.

Key Tasks of the Post:

1. You will achieve these objectives by:

- Welcoming all users of the facility promoting a positive image. Anticipating and responding to the needs and requirements of visitors and providing excellent levels of customer service which will be regularly evaluated against our customer charter.
- Providing tuition of swimming and other water based activities to all individuals, school children and other user groups of different abilities and ages in line with the Swim England Learn to Swim framework.
- Teaching swimming to all levels and abilities of school children that participate in the school swimming programme and to ensure that appropriate levels of attainment are achieved.
- Supplying relevant information about the progress of children to the school/parent/carer, as requested.
- Teaching in accordance with the National Governing Body standards and complying with the requirements of the National Governing Body regarding maintenance and continuous development of qualifications.
- Maintaining a swimming development programme in accordance with the Swim England national plan for swimming teaching and in accordance with the national curriculum key stages 1 and 2.
- Ensuring the safety, welfare and security of the participants and to present a friendly, efficient, helpful and polite service to the public, in accordance with the customer care policy.
- Arriving at the swimming area before instruction periods to ensure tools, supplies and area are ready for activities and the appropriate risk assessments are carried out.
- Ensuring adequate and sufficient aids are available and worn. To inform management of the need to replace defective, or the requirement to renew, equipment.

- Producing records and lessons plans for all levels of swimmers as required for both internal lessons and the school swimming programme, including school reports for OFSTED inspectors, when required.
- Undertaking administrative duties to support the delivery of an effective program for teaching.
- Producing appropriate session plans, schemes of work and ensuring swimming lessons are fun, progressive, inclusive, motivating and meet the needs and level of the group being taught.
- Delivering high-quality swimming lessons to a wide range of ages and ability levels following the Swim England Learn to Swim framework and awards scheme.
- Carrying out assessments for participant's ability at each lesson and marking them against the set swim criteria for that class type.
- Undertaking lifeguard duties when not involved in the delivery of swimming instruction.
- Having sound knowledge of the Normal and Emergency Operating Procedures and to follow these at all times.
- Adhering to the lifeguard work rota, and rotation and zoning systems.
- Using all drowning and poolside safety equipment (including alarms) as instructed.
- Ensuring users adhere to pool safety guidelines and admissions procedures.
- Being constantly aware of all hazards caused by the environment, physical characteristics of the building and users.
- Undertaking monitoring and cleaning of changing areas ensuring exceptional levels of cleanliness and hygiene.
- Monitoring customer usage of the building and its facilities being particularly vigilant for anti-social behaviour, acts of vandalism and children/vulnerable adult's protection issues.
- Actively participating in keeping the building and its surrounding areas litter free and maintained to a high level of cleanliness.
- Assisting when required with the setting up and dismantling of equipment for activity sessions within the building.
- Attending regular training sessions to ensure ongoing personal development and compliance with the requirements of the National Pool Lifeguard qualification.
- Ensuring a high standard of housekeeping by keeping all general areas and storage facilities clean and tidy.
- Being proactive in promoting activity programmes and membership options across the leisure buildings portfolio with a view to increasing customer throughput, income generation and the financial viability of the leisure operation.
- Embracing the vision of every customer contact being a health improvement contact and signpost customers and visitors to lifestyle change opportunities.
- Making recommendations to the Sport and Leisure Programme Officer, based upon customer feedback to improve service delivery and customer satisfaction.
- Reporting any repairs or defects within the building to the Leisure Development Officer in a timely manner.
- Working across the leisure buildings portfolio, as and when required.
- Being smart and presentable at all times and wearing the correct uniform which complies with leisure portfolio standards.
- Contributing positively to the effectiveness and efficiency of the teams in which you work.

- Participating in the induction and training of new facility staff to ensure a high level of competency is maintained.
- Fully understanding the emergency evacuation procedures for the building in which you work.
- Keeping up to date with relevant teaching techniques and developments.

Due to the nature of the post, you may be required to work outside normal working hours, including evenings/weekends and holiday periods. You will be expected to build this into your working week, whenever reasonably practicable.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: RC/KDS

Date: 06/11/2019