JOB DESCRIPTION

Job Title: Swimming Instructor

Grade: Grade F: PT 21 – 23

Job Location: Portland Academy

Responsible to: Deputy Head of Academy

Purpose of Job:

- To teach swimming using safe and effective practices

Principal Responsibilities

- To ensure the Health and Safety of all participants.
- To teach swimming with accepted and effective teaching practices appropriate to the age and ability.

Main Duties

- To deliver the National Plan for Teaching Swimming as part of the academy recognised curriculum
- To make a valued contribution in providing a quality swimming service for all participants.
- To ensure participants and staff comply with all rules and regulations of the academy
- Communicate with parents regarding promotions and developments within the swimming programs.

<u>Health and Safety</u>

- To take reasonable care for your own health and safety and that of other people who may be affected by their acts or omissions at work. Towards this end, employees should use correctly all items provided by their employer in accordance with their training and instruction they receive to enable them to use the items safely. (Under Section 7 of the Health and Safety at Work etc. 1974)
- To ensure the health and safety of all our customers and staff.
- To ensure that all equipment required for the swimming lesson is set out in a safe condition.
- To monitor pool water.
- Responsible for cleaning of the poolside.
- To follow the academy Emergency Action Plans and Normal Operation Procedures
- Inform the Deputy Head of any accidents or incidents in the pool area.

Training and Development

- Undertake basic skills training, specific on the job training and training in Health and Safety and emergency procedures as required.

Other Conditions of Service

- Teach swimming using practices authorised/recommended by the Amateur Swimming Association.
- Holiday must be taken during normal school holidays

Professional Values and Practices

- Have high expectations of all participants; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their achievement.
- Treat young people consistently with respect and consideration, and being concerned with their development as learners.
- Work collaboratively with colleagues as part of a professional team and carry out roles effectively, knowing when to seek help and advice from colleagues.
- Reflect upon and seek to improve personal practice.
- Work within academy's policies and procedures and be aware of legislation relevant to personal role and responsibility in the academy.
- Recognise equal opportunities issues as they arise in the academy and respond effectively, following academy policies and procedures.
- Build and maintain successful relationships with young people, parents/carers and staff.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Trust.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Trust records and information.

The post holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Trust Policies.

The post holder must comply with the Trust's Health and Safety rules and regulations and with Health and Safety legislation.

Author: Karen Raine
Date: October 2015