



High Tunstall College of Science

Inspire | Support | Achieve



Headteacher: Mark R Tilling

Deputy Headteachers: Peter W Hayward and John D Leary

Elwick Road, West Park, Hartlepool, TS26 0LQ | Tel: (01429) 261446

Job Description Swimming Instructor

Name:

Reporting to: Faculty Leader for Sports Science/Operations Manager

Working Time: 19.5 Hours TtO+5 days (Monday, Tuesday & Friday 8.20am-3.20pm)

Salary/Grade: Band 8 (£13,421.56 - £14,122.27)

Disclosure level: Enhanced DBS

Post Purpose:

To provide high quality customer service, clear instruction and safely supervise a range of participants to learn how to swim or develop their aquatic ability.

- Work effectively with Facility Management Team to enable delivery of a high quality Aquatics offer.
- Work effectively with fellow Instructors, Coaches and Lifeguards to ensure safe delivery of high quality provision.
- Work effectively with all service users delivering high quality customer service.
- Work effectively with all relevant internal and external partners to deliver a positive Aquatics offer including Schools and ASA.

Key Responsibilities:

- To deliver high quality swimming and aquatic provision to a broad range of participants.
- To assist in the day-to-day organisation, delivery and administration of a programme of swimming and aquatics at High Tunstall College.
- To encourage all aspects of swimming within an agreed scheme of work and provide lesson plans and evaluations for all lessons.
- Ensure session planning, preparation and communication with other instructors is done in advance of delivery.
- Responsibility for the conduct and safety of the group whilst they are on the pool surround and in the water. This includes rules that may apply to an individual pool or as indicated in the pool 'Normal Operating Procedures'.
- Actively monitor participants throughout the session and ensure you intervene should any aspect of the session create a risk to anyone involved.
- Ensure all pre activity information including medical information is complete in full and details reviewed before participants enter the water and ensure payment has been made by participants before entering the water.
- Ensure the environment within which the activity will take place is clean, safe and prepared in advance of customers access. Ensure risk assessment is read signed, understood and implemented and any changes or deficiencies are reported to management as soon as possible.



Proud to be a
Schools North East
Partner School



- Be responsible for the conduct and safety of participants during the activity session. Set ground rules and expectations with participants and share these with any assisting staff/volunteers to ensure a consistent approach.
- When working with assistant instructors provide guidance and support in the coordination of the session and ensure effective communication about session aims, progress and monitoring.
- Administer first aid, if and where appropriate, reporting all health and safety incidents by completing relevant documentation as required under the procedures and policies of the authority. Utilise your life saving skills as required adhering to the Normal Operating Procedures and Emergency Action Plan.
- Supply relevant information about the progress of children to the school/parent/carer as requested.
- To adhere to Hartlepool Borough Council and relevant Governing Bodies policy and procedure specifically relating to Health and Safety, Safeguarding, Leisure Watch and Data Protection. This list is not exhaustive.
- Ensure all Learn to Swim equipment is checked and accounted for on a regular basis as directed by facility management team.
- To ensure you conduct yourself in a professional manner at all times acting as an effective advocate of the Sport and Recreation Service.
- To attend training / conferences / meetings as requested by the facility management team.
- To conduct yourself in a professional manner at all times.
- Any other duties of a related nature that might reasonably be required and allocated by Management

The College will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Person Specification

Attributes	Essential	Desirable	Assessment
Qualifications and Training	1. Level 1 Swimming Teacher Qualification and willingness to work towards level 2 2. Current RLSS Pool Life Guard Qualification 3. Current First Aid Qualification or the equivalent	1. Level 2 Swimming Teacher Qualification	• Application form • Letter of application • References
Experience	4. Experience of teaching swimming to various ages and abilities		• Application form • Letter of application • References • Interview
Knowledge and Understanding	5. Swim England Pathways		• Letter of application • References • Interview
Skills and Personal Qualities	6. Ability to communicate effectively with good oral skills 7. Ability to respond positively to difficult situations 8. Enthusiastic individual who is prepared to go the extra mile to achieve successful outcomes	2. Understanding of the benefits of sport and physical activity	• Application form • Letter of application • References • Interview

Training

The successful candidate must be prepared to undertake training and development, as required, particularly in relation to the introduction of new technologies and continuous professional development.

Support Staff Benefits

Currently the School offers a wide range of benefits to staff, including:

- A strong commitment to professional development, with a substantial budget for whole school training and individual courses.
- Enrolment into Teesside Pension Fund.
- Free parking on site
- Free use of the state-of-the-art Tunstall Active including fitness suite, swimming pool and 3G pitch
- Annual flu vaccination
- Medical benefits including quick access to Occupational Health, Physiotherapy and Counselling