

Torfaen Leisure Trust **Job Description**



Torfaen
Leisure Trust
Ymddiriedolaeth
Hamdden Torfaen

Position Details	
Position Title: Swimming Instructor Level 1 and Level 2	
Section/Unit: Swimming Development	Location: All Torfaen Leisure Trust Sites
Responsible To: Swim Manager	Responsible For: No Staff responsibility
Date Issued: December 22	

Job Purpose
<p>We are seeking inspirational, motivating and committed teachers who can make the experience of swimming fun and engaging for their participants, people who are willing to go the extra mile to inspire participants to reach their aquatic goals!</p> <p>You will take a lead role in the delivery of a successful swim session for all ages and teach swimming at all levels within the Nofio Swim Academy. You will be responsible to keep swimmers assessments up to date and differentiate throughout.</p>

Principal Accountabilities and Responsibilities
<p>To provide effective and high quality instruction of swimming for all ages and abilities, in accordance with the training and guidelines provide by the approved National Governing Body and the Trust's Swimming Development programme.</p> <p>To assist level 1 teachers where applicable and where necessary act as a mentor</p> <p>To discharge all health and safety requirements, immediately report all issues of health and safety that may arise to the appropriate authority, which include the swimmers, the environment (facilities and equipment), and the activities in which the performers participate</p> <p>To undertake all administrative requirements of the group, including the completion of Registers, assessments and timesheets whether on paper or using the electronic GoLearn system. To undertake administrative requirements of the group, including clear planning and preparation prior to every class commencement. Accurately record your student's attendance at the start of every lesson and monitor progression using our GoLearn software, ensuring assessments are continuous throughout and provide key feedback when asked; this may include regular communication via e-mails, meeting attendance and/or any other means of correspondence.</p>

To maintain a high standard of customer care, actively promoting Torfaen Leisure Trust brand standards and any internal Swimming Development policies/procedures.

To become familiar with the facilities normal operating and emergency operating procedures, develop and maintain good working relationships with all staff on site

To ensure that the group has paid the appropriate fees detailed on a master register in compliance with the Departments Financial procedures. Any children not on the class register must not enter the water unless prior approval from manager or confirmed attendance by reception.

To undertake appropriate training to enhance skills as set in individual 1-1 appraisals.

Attend meetings as directed by the Line Manager

To undertake any other duties deemed reasonable to ensure the very highest level of consistent service delivery to all our customers

To utilise a scheme of work and session plan for sessions being delivered.

The post holder must be flexible and able to undertake duties at other centres or at different hours to meet the needs of the service.

Resources/Equipment/Material

All equipment required to be set up and returned as appropriate. To be able to use technology in a confident manner to register and assess all swimmers.

Supervision/Management of People

It is the teacher's responsibility for the health, safety and welfare of all participants during their swimming class.

Knowledge, Skills, Training and Experience

ASA/Swim England Level 1 or Level 2 Qualification
STA Award or Certificate in teaching aquatics

Special Working Conditions

Classes will take place at times required by customer demand and working hours may be during the daytime, evenings and weekends.

General

To observe confidentiality in all aspects of work and to comply with the eight data protection principles which are contained within the Data Protection Act. All personal information including registers and assessments are to remain on site at all times.

To demonstrate a willingness to undertake training development and learning opportunities to improve skills

Comply with, carry out any duties and support others to observe Health and Safety Act 1974 procedures and processes.

To work within the Trust's policy and procedures in respect of equal opportunity, anti-discriminatory and anti-oppressive practices

To accept that this job description may be periodically subject to review

To undertake any other duties and/or times of work as may be reasonably required of you, commensurate with your grade or general level of responsibility within the organisation, at your place of work or based in any other establishment

Person Specification

Please note you will need to meet the essential criterion to be invited for interview.

Requirements	Selection Method		
	Essential or Desirable	Score	Tested at Interview and/or Application Form
Education/Qualifications/Knowledge			
1.1 ASA/Swim England/Wales qualification for Level 1 or 2 teaching aquatics or STA Award or Certificate in teaching aquatics.	Essential		Application Form / Interview
1.2 Willingness to achieve other qualifications	Desirable		Application Form / Interview
1.3 Basic Understanding of Health and Safety	Essential		Application Form / Interview
Experience			
2.1 Previous experience in a Leisure / Fitness or similar environment	Desirable		Application Form
Skills and Abilities			
3.1 Excellent Interpersonal skills	Essential		Application Form / Interview
3.2 Ability to plan single or a series of sessions	Essential		Application Form /Interview
3.3 Able to Interact with Customers confidently	Essential		Interview
3.4 Good 'housekeeping' skills	Essential		Interview
3.5 Good understanding of technology and use of ipads/tablets.	Essential		Application Form
Personal Attributes			
4.1 Flexible approach to work	Essential		Interview
4.2 Able to work on own initiative	Essential		Interview
4.3 Self motivated and enthusiastic	Essential		Interview
4.4 Team Player	Essential		Interview
4.5 Proactive	Essential		Interview
4.6 Sense of humour	Essential		Interview
Circumstances			
5.1 Able to travel independently between Centres if required	Desirable		Interview
Total Short Listing Score			

Score key: 0 = Not Met Criteria 1 = Fully Met Criteria