

JOB DESCRIPTION



POST DETAILS

Job Title: Level 1 - Swim Teacher

Grade: 5

Location of Work: Varied sites

Directly Responsible To: Aquatics Manager

Hours of Duty: Varied

Primary Purpose and Scope of the Job:

In consultation with the LiveWire Aquatics Manager, support, plan, deliver and evaluate the Aquatics Programme as part of a team of teachers working across Warrington to help residents work through Swim England's Learn to Swim Awards Programme.

WORKING RELATIONSHIPS

Swim Teachers will work closely with and support pupils, Aquatics Programme Management, Leisure Centre staff & Key Stakeholders.

Relationships with both internal and external customers will be crucial to ensure the delivery of a quality service and to enhance the reputation of the organisation as well as its corporate and business performance.

KEY TASKS AND ACCOUNTABILITIES

1. To support Level 2 Swim Teachers to carry out any administration work and procedures in connection with the Learn to Swim programme as directed by the Aquatics Manager, including accurate recording of attendance.
2. Support with delivery of lessons within the Learn to Swim Programme, assisting the lead swimming teacher where needed in the water, whether supporting children with additional needs, to build confidence of nervous swimmers or assisting with behaviour management.
3. Support the lead swimming teacher to assess children against the standards set within the Swim England Learn to Swim Framework.
4. Ensure all equipment necessary for your lesson is prepared prior to the start of the lesson in order for the lesson to commence at the appointed time. Ensure all equipment is put away tidily at the conclusion of the lessons.

6. To attend any ongoing training or CPD which are appropriate to your position as directed by the Aquatics Manager.
7. To hold an up to date pool safety qualification, such as the RLSS National Rescue Award for Swimming Teachers and Coaches (NRASTC), and keep this qualification up to date by attending regular training and renewals when required.
8. To wear staff uniform as issued at all times when on duty
9. Customer care – to ensure customer satisfaction at all times by ensuring that the lessons are conducted in a friendly and professional manner
10. To undertake any other duties as directed by the Learn to Swim Manager which contribute to the general purpose and objectives of LiveWire Warrington.

REVIEW ARRANGEMENTS

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, LiveWire will expect to revise this Job Description from time to time and will consult with the post holder at the appropriate time.

There will be the need to review service delivery at times recognising the changing demands placed on the service. On such occasions there may be a requirement to amend working hours which will be confirmed in writing at least 30 days in advance of the changes taking place.

Date Job Description prepared/revised: 09/05/2023

Prepared/revised by: Catriona Welch

PERSON SPECIFICATION

NOTE TO APPLICANTS:

Whilst all points on the specification are important, those marked 'E' (essential) are the key requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview. In addition to interviews a variety of other selection methods may be used such as tests or exercises dependant on the role applied for. You will be advised of any alternative selection methods in the letter inviting you for interview.

JOB TITLE: Level 1 – Swim Teaching Assistant

GRADE: 5

HOURS: variable

Key: (E) Essential (D) Desirable

Experience – A/I

- Previous work experience, voluntary or employed (D)
- Supporting varied lessons – beginners, improvers or pre-school (D)
- Swimming background, lessons or competitively (E)
- Other coaching experience (D)
- Other teaching experience (D)

Skills and Abilities – A/I/E

- Ability to give and follow clear instructions (E)
- Good interpersonal and communication skills (E)
- Understanding of child development (E)
- Ability to plan, monitor and evaluate lessons
- Ability to keep accurate records – assessments to be recorded on computer (E)

- Friendly and outgoing (D)
- Approachable and patient (E)
- Punctual (E)
- Team player (E)

Education/Qualifications/Knowledge – A/C/I

- Swim England Level 1 Swimming Assistant (Teaching) qualification or equivalent (E)
- Knowledge of the Swim England Learn to Swim Framework (E)
- RLSS National Pool Lifeguard Qualification or RLSS National Rescue Award - Certificate for Swimming Teachers and Coaches (NRASTC) (E)
- Customer Care Training (D)
- Swim England Safeguarding CPD qualification (D)

Other Requirements – A/I

- Flexible approach to working arrangements (E)
- To be prepared to work throughout all LiveWire swimming pools as required (E)
- To attend any training update courses appropriate to your position as directed by the Aquatics Manager (E)
- To maintain fitness and attend regular pool safety staff training sessions (E)
- Full UK Driving Licence (D)

Commitment to Equality and Diversity – A/I

- Ability to understand and demonstrate commitment to equality and diversity (E)

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Commitment to Service Delivery/Customer Care – A/I

- Demonstrate commitment to a culture of continual improvement (E)
- Strong commitment to customer care and in delivering high quality services (E)
- Sensitive to the issues facing customers when using our services (E)

METHOD OF ASSESSMENT (M.O.A.)

A = APPLICATION FORM, **C** = CERTIFICATE, **E** = EXERCISE, **I** = INTERVIEW, **P** = PRESENTATION, **T** = TEST, **AC** = ASSESSMENT CENTRE