

JOB DESCRIPTION



POST DETAILS

Job Title: Level 2 - Swim Teacher

Grade: 6

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 and attain their KS2 National Curriculum School Swimming and Water Safety standards.

WORKING RELATIONSHIPS

Swim Teachers will work closely with and support pupils, school teachers/teaching assistants, Head Teachers, 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 deliver fun and effective swimming lessons to support children to work through the Swim England Learn to Swim Framework successfully and in a timely manner.
2. To plan, monitor and evaluate all lessons delivered along with any other required administration work related to the Learn to Swim Programme as directed by the Aquatics Manager.
3. Keep an accurate attendance record of all lessons using the online assessment system.
4. Lesson plans should be provided and a copy kept at the Centre, to enable cover teachers to provide consistency and continuity of lesson delivery.

5. Pupils to be regularly assessed and progress recorded on the online assessment tool in line with programme procedure.
6. 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.
7. To attend any ongoing training or CPD which are appropriate to your position as directed by the Aquatics Manager e.g Safeguarding, Health and Safety
8. 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.
9. To wear staff uniform as issued at all times when on duty
10. Customer care – to ensure customer satisfaction at all times by ensuring that the lessons are conducted in a professional manner
11. 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 2 – Swim Teacher

GRADE: 6

HOURS: variable

Key: (E) Essential (D) Desirable

Experience – A/I

- Previous work experience e.g as a Level 1 or Level 2 Swim Teacher (E)
- Experience teaching Beginners and Improver swimmers (E)
- Experience teaching different ages e.g. children and adults(D)
- Experience teaching lessons to schools (D)
- Swim coaching experience or swimming competitively (D)
- Other coaching experience (D)

Skills and Abilities – A/I/E

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

- Understanding of KS2 National Curriculum School Swimming standards (D)
- Ability to evaluate teaching programmes (E)
- Friendly and outgoing (D)
- Approachable and patient (E)
- Punctual (E)
- Team Player (E)

Education/Qualifications/Knowledge – A/I/E

- Swim England Level 2 Teaching Swimming Qualification or equivalent(E)
- Knowledge of the Swim England Learn to Swim Framework (E)
- Knowledge of School Swimming and Water Safety National Curriculum KS2 Standards (D)
- 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)
- Hold a full UK Driving Licence (D)
- Enhanced DBS clearance (E)

Commitment to Equality and Diversity – A/I

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

Commitment to Service Delivery/Customer Care –A/I

- Demonstrate commitment to a culture of continual improvement (E)
- Demonstrate commitment to achieving excellence in customer care (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