

ROLE PROFILE & PERSON SPECIFICATION

SWIMMING TEACHER

1. AT A GLANCE

FOCUS	ROLE SUMMARY	REQUIREMENTS
<ul style="list-style-type: none"> • Customer satisfaction • 95% Teaching 	<ul style="list-style-type: none"> • Delivery of excellent swimming lessons with knowledge of practices, progression and teaching points and how these should be applied • Aware of pupils status, nature and needs • Administration that is necessary to fulfil the National Plan for Teaching Swimming 	<ul style="list-style-type: none"> • Qualified and trained • Minimum level 2 certificate for teaching swimming • Relevant qualification for other disciplines where required • Knowledge of ASA National Plan for Teaching Swimming skills, techniques and awards • National Rescue Award for Swimming Teachers and Coaches is desirable • Attendance at core training

2. RESPONSIBLE TO: General Manager, through the Service Manager Brands / Sports Brands Officer / Swim School Co-ordinator

3. PRINCIPAL RESPONSIBILITIES:

- To provide safe and consistent swimming lessons for all ages and abilities of pupils.

4. SPECIFICALLY

4.1 Customer

- Maintain a good and positive image of the Centre to customers and the public generally by providing a welcoming, helpful and professional poolside service.
- To comply with the commitments outlined in the 'Customer Charter', ensuring that standards are maintained as stipulated.
- To comply with the commitments outlined in the Swim School mission statement.
- To ensure the safety and control of the pupils within the swimming lesson and to ensure that all relevant regulations applicable to the centres operation are enforced and complied with.
- To respond as required to the many different situations which will arise. This will involve teaching pupils of different ages and stages, as well as a range of levels and abilities.
- To ensure that all pupils are collected from and returned to the swim school meeting point.
- To spot potential talent and create a pathway for the pupil.
- To actively encourage pupils to enrol on further courses and short courses.

- To assist with new-enrolments and re-enrolments as required by the General Manager.

4.2 Swim School Brand

- To have full working knowledge of the Swim School Brand.
- To understand and follow the Child Protection and Behaviour policy contained within the Swim School Brand.
- To ensure relevant administration procedures are completed including registers, lesson plans, Individual Record of Achievements and movement forms.
- To record and complete relevant awards in line with the ASA National Plan for Teaching Swimming, ensuring that the required levels are obtained.
- To teach to the standard set within the Brand to ensure a consistent approach throughout all the centres.

4.3 Revenue Protection

- To ensure that all pupils are recorded on a class register.
- To bring to the attention of the manager on duty the names of any pupils not recorded on the register.
- To assist with the promotion, marketing and development of the activity as required.

4.4 Personal Development

- To ensure that all necessary qualifications for the post are maintained and renewed.
- Working towards Licensing requirements as required
- To attend CPD training as required.
- To attend the termly swimming teachers meetings.
- Fully participate and engage in the GLL's on-going assessment of performance.

4.5 Other

- To carry out all duties with due regard for Health and Safety requirements and regulations.
- To attend Fire and Evacuation training as required by the General Manager.
- To act in accordance with, and actively promote, GLL's policies and standards.
- To undertake any other duties commensurate with the post's level of responsibility.

5. PERSON SPECIFICATION

THE AIM OF GLL IS TO RECRUIT PEOPLE NOT JUST FOR JOBS BUT FOR LONG TERM CAREERS. WE WANT "BETTER PEOPLE" WITH THE RIGHT GLL BEHAVIOURS TO SUPPORT OUR BUSINESS AND WHO WILL GROW WITH US AND "ACHIEVE MORE"

FOR THESE REASONS, WE LOOK FOR EVIDENCE OF THE FOLLOWING BEHAVIOURS IN ALL POTENTIAL AND EXISTING STAFF LOOKING FOR APPOINTMENTS OR PROMOTIONS:

BELIEVE

- Demonstrates self-belief

- Shows integrity
- Committed to service excellence
- Engages with 4 pillar values

ACT

- Continuously developing
- Results driven
- Positive 'can-do' attitude
- Makes a difference

ENGAGE

- Team player
- Great communicator
- Leads and inspires others
- Cares about our communities

The Job demands the following blend of knowledge, skills, experience and behaviour (all are essential, unless shown otherwise, and will be assessed by Application Form and / or Interview / Assessment):

5.1 Skills

- The ability to effectively deliver high quality swimming lessons to pupils of all ages and abilities with minimal supervision.
- The ability to deal with pupils and their queries and concerns with tact and sensitivity.
- The ability to work as part of a team.
- The ability to work under pressure.
- Good written and verbal communication skills.
- The ability to effectively promote the Swim School Brand.

5.2 Knowledge

- Appropriate professional qualifications (as shown in 'at a glance')
- Good understanding of the characteristics and qualities that pupils expect from swimming lessons.
- Knowledge of Health and Safety legislation and other legislation in relation to leisure centre operations.
- Understanding of Child Protection Policy, Equal Opportunities Policy and Revenue Protection.
- Knowledge of the National Plan for Teaching Swimming.
- Knowledge of the ASA Award system.

5.3 Experience

- Experience of teaching pupils in groups of mixed ability and age.
- Experience of teaching all spectrums of the curriculum.
- Evidence of achieving results and making a difference to customers.

5.4 Behaviours

- Approachable yet firm.
- Pleasant, friendly and outgoing manner.
- To encourage with appropriate use of praise.
- Motivational approach towards pupils.
- Reliable and committed.
- A dynamic individual with a 'can do', results driven approach and attitude.
- An appreciation of, and commitment to, the distinctive culture and philosophy of the organisation.
- Demonstrates trust, openness and respect in dealings with people.
- Flexible approach to tasks and workload.

5.5 Other

- Able to work unsocial hours including evenings and weekends.
- Commitment to complete a course of lessons.
- To be successful in this post GLL will need to obtain an Enhanced CRB check and two professional references.
- Society Member (internal candidates only)