

## TENDRING DISTRICT COUNCIL

### JOB DESCRIPTION

**Job Title:** Swim Teacher

**Post No:** 10001203

**Department:** Place and Economy – Economy, Culture & Leisure

**Reports to:** Centre Manager/Swimming Lessons Coordinator/Ass. Manager – Group Sports Courses

**Grade:** Level 1, SCP 13 & Level 2-3, SCP 26 (Career Graded)

#### 1. Main Purpose of the Role

To provide and teach effective, safe swimming lessons for all ages and abilities.

#### 2. Principal Activities

- To deal positively with customer enquiries, ensuring a high standard of customer service. Maintain a good and positive image of the Centre to customers and be professional.
- Deliver the swimming lessons effectively in order to increase participation and income generation from swimming lessons, pool programmes and events.
- To ensure the safety and control of the pupils during the swimming lesson and to ensure that all relevant regulations applicable to the Centre's operation are enforced and complied with.
- Delivery of excellent swimming lessons with knowledge of practices, progression and teaching points and how these should be applied.
- To comply with the Swimming Teachers NOP and EAP instructions.
- To work with the Swimming Coordinator and Ass. Manager – Group Sports Courses to effectively market the swimming pool programme.
- Set up equipment prior to the lesson and set down equipment after the lesson as required – for which no extra remuneration will be payable.
- To ensure qualifications meet the requirements and attend regular Continuous Personal Development training courses to keep knowledge up to date
- To adapt as required to the many different situations, which will arise. This will involve teaching pupils of different ages and stages and a range of levels and abilities. Be aware of pupils' status, nature and needs.
- To assist with the school holiday swimming pool programme for the facilities and work with Clubs and Organisations to encourage booking retention. To spot potential talent and create a pathway for the pupil.
- Use of LMIS and other systems to input data and reporting via the tablets for registration and assessments.
- To ensure relevant administration procedures are completed, including registers, lesson plans, Individual Record of Achievements and movements are conducted on the device.
- To record and complete relevant awards in line with the ASA National Plan for Teaching Swimming, ensuring that the required levels are obtained.
- To attend events as required to meet the needs of the business. Fully participate and engage in ongoing training, CPD and courses required.
- Level 1 qualified swim instructors will either assist with the lesson delivery and are expected to follow instructions from the Level 2 Swim Instructor who

delivers the lessons. Or is able to deliver a swimming lesson under the guidance of the Level 2 Swim Instructor. Other duties may be required from time to time to assist in the efficient operation of the department.

### **3. Corporate Responsibilities**

- Communicate with customers, other departments, including Finance and Human Resources and outside organisations if instructed by the Centre Manager. The work is varied and may involve changing rapidly from one task to another during the working day often under pressure and to deadlines.
- The post holder should work under their own initiative and be expected to organise and supervise staff under their control. The post holder will be required to train staff under his/her supervision.
- Work to attain optimum performance in service delivery within their area of responsibility.
- Seek the advice of the Centre Manager on difficult or contentious decisions.
- The post holder will be required to work on a shift rota basis, outside of normal working hours including evenings, weekends and bank holidays. They will also be required to cover for periods of sickness and annual leave, sometimes at short notice in order to meet the needs of the business.
- Assist the Centre Manager to maintain a constant focus on service improvement within the department seeking continuous improvement in reducing costs and increasing efficiencies.
- To maintain high standards of personal integrity through upholding the ethical standards and values of the Council, promoting and defending equal opportunities, building diverse teams and encouraging organisational and individual responsibility to the community and the environment.
- Manage change effectively and creatively; respond to complex and changing situations by use of creative problem solving and bring new thinking, delivery mechanisms and solutions to the organisation.
- Promote co-operation across the council and with others. Develop and maintain effective relationships with partners and other external bodies and use these relationships to continually improve service delivery and to promote the community of Tendring.
- Continually promote the Council's core values and ensure that these are reflected in everything that the Council does. Act as a role model of excellent performance, espousing the Council's values, and inspire others to achieve and deliver excellent service.
- You are required to promote, apply and adhere to the Council's HR and ICT policies, procedures and schemes, financial and contract regulations, delegated powers, the Data Protection Act and the Freedom of Information Act.

### **4. Human Resource Management**

- Attain optimum performance in service delivery through the effective recruitment, development, retention and motivation of employees.
- Ensure Sports Facilities staff are managed effectively and appropriately, allowing them to give of their best and continually striving to improve performance and delivery targets.
- Take all possible reasonable steps to create a harmonious working environment using consultation, effective staff communication through team briefings and team working techniques.

- Ensure compliance with Health & Safety and other relevant legislation across the department.

## **5. Special Conditions**

- You must keep up to date with and implement any changes insofar as they apply to your role be they new or amended legal requirements, internal and external policies or any Council or delegated decisions.
- You must be prepared to work at any Sports Facility, including seasonal facilities, as required in order to meet the requirements of the Organisation.
- This job description is a guide to the duties the post-holder will be expected to undertake. It is neither exhaustive nor exclusive and will be changed as working requirements dictate.
- You will be required to use 2 weeks of your annual leave entitlement over the Christmas break in line with the lack of classes over the festive period. You should avoid taking annual leave at a time when your classes are in operation except in exceptional circumstances in agreement with your manager.

## TENDRING DISTRICT COUNCIL

### PERSON SPECIFICATION

**Job Title:** Swim Teacher

**Post No:** 10001203

### PROFESSIONAL & TECHNICAL DEVELOPMENT

*It will help the assessment of your application if you ensure it addresses how you meet each of the requirements set out in this document. If appropriate, please set out the actions you are willing to take to close any gaps.*

- Level 1, 2 or 3 coaching qualification for Swim Teaching
- Recent (within the last 12 months) CPDs
- National Rescue Award for Swimming Teachers and Coaches (NRASTC) or National Pool Lifeguard Qualification (NPLQ)
- Experience and demonstrable success in developing swimming programmes working within the ASA National Plan or similar
- Ability to use a computerised system for data input

### COMPETENCY REQUIREMENTS

*The following competencies will be used in making the initial selection decision:*

#### **2.1 Working with People**

- a. Demonstrates an interest in and understanding of others
- b. Adapts to the team and builds team spirit
- c. Recognises and rewards the contribution of others
- d. Listens, consults others and communicates proactively
- e. Supports and cares for others
- f. Develops and openly communicates self-insight such as an awareness of own strengths and weaknesses

#### **6.2 Delivering Results and Meeting Customer Expectations**

- a. Focuses on customer needs and satisfaction.
- b. Sets high standards for quality and quantity.
- c. Monitors and maintains quality and productivity.
- d. Works in a systematic, methodical and orderly way.
- e. Consistently achieves project goals.

#### **6.3 Following Instructions and Procedures**

- a. Appropriately follows instructions from others without unnecessarily challenging authority
- b. Follows procedures and policies
- c. Keeps to schedules

- d. Arrives punctually for work and meetings
- e. Demonstrates commitment to the Organisation
- f. Complies with legal obligations and safety requirements of the role

## **7.1 Adapting and Responding to Change**

- a. Adapts to changing circumstances
- b. Accepts new ideas and change initiatives
- c. Adapts interpersonal style to suit different people or situations
- d. Shows respect and sensitivity towards cultural and religious differences
- e. Deals with ambiguity, making positive use of the opportunities it presents.

## **7.2 Coping with Pressures and Setbacks**

- a. Works productively in a high pressure environment
- b. Keeps emotions under control during difficult situations
- c. Balances the demands of a work life and a personal life
- d. Maintains a positive outlook at work
- e. Handles criticism well and learns from it.

## **9.1 Professional and Technical development**

- a. Undertakes personal development through gaining relevant planned experience
- b. Obtains the qualifications required for the job
- c. Conducts continuous professional (or technical) development
- d. Maintains an awareness of similar roles in other organisations
- e. Engages positively with the MDPP process

*Applicants should note:*

*That the above competencies are part of the Council's Universal Competencies Framework and there will be other competencies relevant to this role which will be used in the ongoing appraisal of the person appointed.*

*The successful post holder will be expected to undertake the personal development necessary to fully meet the requirements of the Role Description and Person Specification e.g. gaining a qualification to validate knowledge obtained through experience.*

*Applicants should also take note of the requirements of the Career Grade for this post. The Career Grade details additional requirements that will be used to determine the pay rate on appointment and in the management of performance and pay progression after the appointment.*

*In the case of the appointment of an individual who holds a level 1 swim teacher qualification, under the requirements of the ASA (or similar body), will be required to use the title "Swim Teacher Assistant" until they complete their level 2 qualification or above.*