



**Clackmannanshire
Council**

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Comhairle Siorrachd
Chlach Mhanann

Casual Swimming Teacher

£16.49 – £17.91 per hour



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Recruitment Process and Key Dates

Apply online at www.myjobscotland.gov.uk. Applications should be submitted online using the forms provided through the myjobscotland portal.

CVs will not be considered.

All applications must be received by 11.59pm on the closing date. Late applications will not be considered.

Your application form should contain sufficient information and evidence to demonstrate that you have the skills and experience required for the post.

KEY DATES

We would ask that you note the dates of the recruitment timetable and ensure you are available to meet the scheduled arrangements.

- Closing date: 31/12/2026

You will be notified by email at each stage of the process. Please ensure that you check your junk/spam as sometime emails from my job Scotland go into there.

We will advise all candidates of the outcome of the recruitment process as soon as possible.

If you are the successful candidate:

- (a) You will be asked to submit a completed pre placement health questionnaire so that the necessary medical clearance can be obtained prior to commencement of employment.
- (b) We require **two** references. Your reference will be written to after interview. One must be from your current or most recent employer who may be contacted and can comment on your experience and competence for this post. Please state their position in the company / organisation. It would be helpful if you could advise your referees of these arrangements. Please ensure that the email address is correct for them on the application form before submitting as we contact all references by email, as this may delay the manager confirming a start date with you.
- (c) You may, depending on the type of post, be required to undergo a PVG/Disclosure check prior to a formal offer of employment being made by Clackmannanshire Council. This is now an online form, which you will be emailed a link and you only have 7 days to complete.

If successful, detailed statements of particulars will be provided to you via email once all satisfactory pre-employments have been received.

Job Profile

This job profile sets out the principal responsibilities of the post at the time it was compiled. Such duties may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Section A

Post Title: Swimming Teacher

Initial Location:
Dollar Academy, The Peak

Reports to post: Swimming
Development Officer

Service: Sport & Leisure Team

Date last updated: 09/07/2024

Date if superseded:

Grading Section

Eval Ref: A4775

Post Number: M18a

Grade: G05

Section B

ORGANISATIONAL RELATIONSHIP AND EMPLOYEE RESPONSIBILITY

This section describes the reporting relationships of the job within the immediate organisation and if appropriate has detail of the organisation a tier above and below the job. This also describes and responsibility for employees (if any).



Section C

PRINCIPAL PURPOSE AND OBJECTIVES

This section lists the main (headline) responsibilities / accountabilities of the job.

As part of the Sport & Leisure Team promote, support and deliver swim activities as a way for children and young people to learn a life skill, water confidence and safety around water as well as promoting engagement in physical activity. Share your knowledge, expertise and passion for swimming.

Section D

MAIN DUTIES AND RESPONSIBILITIES

This section provides detail of the main responsibilities / accountabilities. Individual tasks may be included. (Note these are illustrative and are not exhaustive).

- To support the Swim Development Officer to deliver a quality Learn to Swim programme to meet the needs of each individual swimmer.
- To be responsible for planning and preparing quality learn to swim/water safety and water confidence sessions including lesson planning and evaluations in alignment with an agreed framework.
- To contribute the programming of the Swimming Lessons programme including liaising with facility management over access requirements and facility support.
- To monitor and assess the development and progress of children, young people, families and adults within the sessions and provide feedback.
- To ensure that all sessions are enjoyable, safe and progressive for all those participating – working towards promotions/achievements based on the agreed level criteria.
- Prepare activity area and set up required equipment ahead of the lesson starting. To clear any equipment used once sessions are finished.
- Represent Clackmannanshire Council, be objective and demonstrate the Council's Core Values.
- To ensure all participants are treated equally.
- Act as a role model to the participants.
- Be positive, enthusiastic and offer praise.
- Ensure arrival at least 10 minutes before the start of the class/session.
- Ensure a register is taken at all classes.
- To expand upon current knowledge and attend in-service training when required.
- To be motivated and enthusiastic.
- Take responsibility for maintaining and updating valid national qualifications.
- Attend swim teacher team meetings and staff training.
- Report any matters of concern to Swimming Development Officer, especially those regarding security, safeguarding and health and safety.
- Report any issues with regards to facility quality and operations and recommend improvements to operations through the Swimming Development Officer to facility management.

Section E

KNOWLEDGE, SKILLS AND EXPERIENCE

This section details the knowledge and skills including any qualification, specific training or experience required.

Essential:

Criteria	Means of Assessment e.g. Application, Interview, Reference, Certificate
1. SSTQ, UKCC Level 1 or 2, STA Swim Teachers	Application, certificates
2. Child Wellbeing & Protection Qualification	Application, certificates
3. Previous swim teacher experience	Application and interview
4. Demonstrates an excellent standard of communication skills (verbal and written)	Application and interview
5. Is a team player with a 'can do' attitude	Interview
6. Possesses IT skills and has a good working knowledge of relevant computer systems	Application and interview
7. Can work independently	Interview
8. Has excellent interpersonal skills	Application and interview
9. Shows initiative and has excellent organisational skills.	Application and interview
10. Has a positive attitude and is willing to learn	Interview
11. Has an understanding of the need for high levels of discretion and confidentiality	Interview
12. Is physically fit and able to perform the activities	Interview
13. Enthusiastic and passionate with ability to inspire and motivate others	Interview

Desirable:

Criteria	Means of Assessment e.g. Application, Interview, Reference, Certificate
1. Previous swim teaching experience across a variety of ages, stages, frameworks	Application and interview
2. Valid First Aid	Application, certificates
3. Lifeguard Qualification	Application, certificates
4. Additional specialist swimming qualifications e.g. People with Disabilities, Water Polo, etc	Application, certificates
5. Hold a valid driving licence and access to a car	Application

Section F

WORKING ENVIRONMENT AND PHYSICAL REQUIREMENTS

This section details the predominant physical environment of the job e.g. Indoor/outdoor working, hazardous conditions and any specific physical effort.

The nature of the job requires indoor teaching on poolside. This will take place in or around a swimming pool. At times the postholder may be expected to teach in the water alongside swimmers. Post holder must wear appropriate clothing in the hot environment and keep hydrated throughout.

Section G

PHYSICAL CO-ORDINATION

This section details the predominant demand for physical skills and co-ordination required to undertake this job. For example: operation of hand tools, keyboard skills, driving and other equipment.

The post holder must be fit and able to be in and around a pool environment for a period of time and to set up and clear away equipment required for their lessons

Section H

MENTAL SKILLS

This section details the level of problem solving, analysis, creativity, forward planning/scheduling required.

The post holder will be responsible for preparing their lesson / scheduling ahead of taking the session and ensuring progression and feedback for the clients. The postholder will be given shifts days/weeks in advance and will plan their lessons over a period of weeks/months depending on the progress of their learners.

The post holder will be working within a framework of lessons however there is a requirement for creativity and adaption based on each learners needs.

Section I

CONCENTRATION

This section details the work related pressures which may make concentration more difficult and also the responsiveness required of the job holder. For example: Service related deadlines, internal /external deadlines, conflicting demands.

The post holder will require to engage, encourage and inspire the client group for the whole of the session. The postholder will be expected to concentrate during the length of each session, on individuals, groups and overall water safety of the session.

Section J

COMMUNICATIONS SKILLS AND DEALING WITH RELATIONSHIPS

This section notes examples of the individuals or organisations with whom the post holder will come into regular contact and explains the nature of the communication and level of skill required by the post holder. E.g. dealing with complaints, clients etc.

The post holder is required to have regular communication with the Swimming Development Officer prior to and after sessions to ensure safety and quality. The postholder will be part of a team of lifeguards and other swim teachers working together on poolside so a strong team working relationship is required.

The postholder will have to be able to adapt their communication styles for children, starting at pre-school and above and for adults learning to swim. They will also be speaking to parents to discuss progression – communicating verbally and through the Scuba app (or other LMS applications).

The post holder will require to be a member of the PVG scheme
The post holder will require to attend training, briefing and upskilling sessions as required by sports development and the annual programme

Section K

PHYSICAL ASSETS, DATA AND FINANCIAL RESOURCES

This sections details responsibility for **physical assets**, e.g. vehicles, buildings, stock control/procurement, **data** e.g. computers, record keeping **financial** the direct/indirect responsibilities for financial resources, from handing cash and cheques, through processing invoices and other financial transactions, to accounting for financial resources and budgetary activities.

The post holder will require to submit data as requested by Swimming Development Officer – in the form of completing assessments (progress reports) and feedback/reflections on sessions
The postholder will be managing registers with learners personal data through physical and iPad based methods.

Section L

INITIATIVE AND INDEPENDENCE

This section details the problems which the post holder must deal with in the course of normal working, the decisions which the jobholder is able to take, and the extent to which advice and guidance is available (Note, these are illustrative and are not exhaustive).

The post holder will be responsible for ensuring sessions are operated in a safe and enjoyable manner and environment with due regard to health and safety, child protection and vulnerable adults adapting activities to suit the abilities and interest of the clients
Although working within a framework of lessons the postholder will be expected to plan and deliver their sessions based on learner needs and individual / group progress.

The post holder must report any concerns or incidents involving sessions and participants immediately to the line manager.

Section M

EQUAL OPPORTUNITIES

Staff is expected to promote equality of opportunity.

As a member of staff you will be expected to uphold and promote the Council's policy commitments to equality and diversity and its legal obligations under the Equality Act as well as ensuring the fair, equitable and non-discriminatory treatment of service users, colleagues and partners.

Section N**HEALTH AND SAFETY**

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required to take care of their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and current and appropriate codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and must comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

Section O**CLIMATE CHANGE**

The Council agrees that climate change is one of the most serious challenges facing its communities and across the world and understands that meaningful action at international, national and local level is required in order to safeguard our planet for future generations. As a member of staff you are asked to uphold and promote the Council's net zero targets and its statutory requirements to reduce greenhouse gas emissions as part of the Public Bodies Climate Change Duty reporting process.