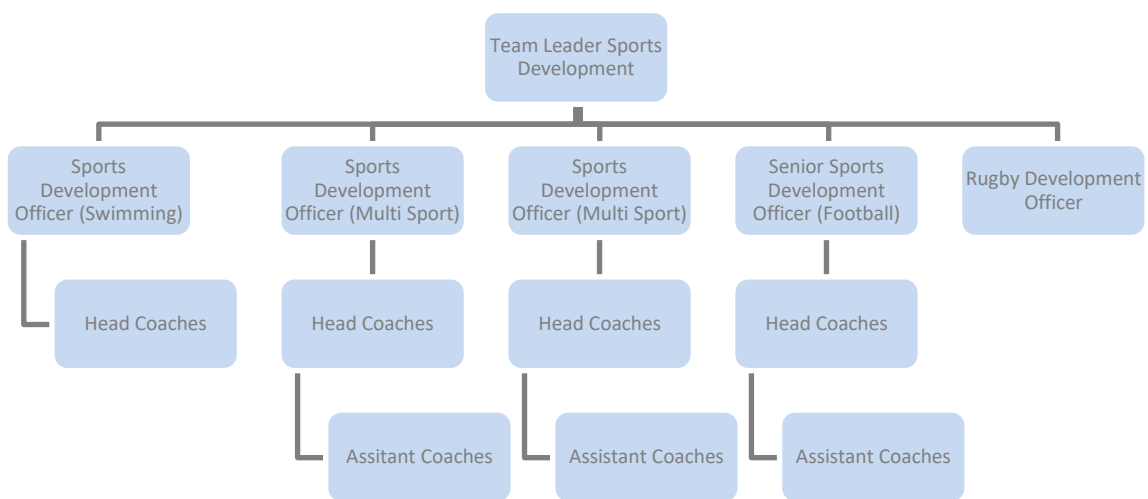


	Job Description
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Section A: Job Definition

Job Title: Swimming Teacher
Service: Sports Development
Location: Various
Grade: F

Section B: Organisational Relationship



Section C: Job purpose

Devise and deliver a quality coaching programme in line with Regional and National strategies. Lead, manage and mentor assistant coaches. Create an enhanced pathway from recreation to participation and performance. To deliver and promote the Falkirk Council Sports Development Programme. Liaise with Sports Development Officers on the delivery of the service.

Section D: Key responsibilities

- In conjunction with Sports Development Officers, carry out a quality sports instruction programme with children and young people's classes in the Falkirk area.
- To prepare lesson plans which encompasses all ages and abilities at various venues around the Falkirk area

Section D: Key responsibilities (cont.)

- To ensure all activity areas are safe and appropriate for the carrying out of sports instruction.
- To carry out basic equipment checks, maintain where appropriate and report any loss or damage.
- To continually assess participants to allow progression within the coaching structures in an agreed manner.
- To Liaise with Sports Development Officers, venue staff, parents/carers, to ensure the smooth operation of instructional classes.
- To assist in the promotion of Sports Development Programme.
- To work closely with Sports Development to carry out agreed registration and administration procedures of programmes.
- Deliver, implement and record information for award schemes.

Section E: Accountability

- To be directly responsible for assistant coaches and sports programme participants.
- To be responsible for accident and emergency evacuation procedures within respective venues and associated accident/incident reporting.
- To be directly responsible for assessing and managing ability levels of sport participants.

Section F: Knowledge, Skills and Experience

Essential

- Good general standard of education to SCQF Level 5 or equivalent
- Hold up to date and appropriate National Governing body qualifications and be prepared to update if and when required (Football – Scottish FA level 1.3 Coaching the Game; Swimming – UKCC level 1; Gymnastics/Tennis/Basketball/Cricket/Rugby – UKCC level 2; Golf – PGA level 1; Badminton – UKCC advanced coach 1 or UKCC level 2; Pre-school activity – UKCC Level 1).
- Experience of coaching young people/specific target groups, administration of programmes and preparing sports coaching lesson plans.
- Relevant supervisory experience
- Experience of dealing with parents/ customers
- Good presentation, communication and organisational skills
- Computer literacy, numeracy and customer service skills
- Excellent knowledge of coaching practice relevant to the sport
- Excellent knowledge of practices, drills and exercises relevant to the sport
- Good inter-personal skills
- Self motivation, flexibility and enthusiasm
- Be able to undertake practical work as part of coaching sessions
- Ability to work on own initiative

- Able to work as part of a team
- Ability to work under pressure

Section F: Knowledge, Skills and Experience (cont.)

Desirable

- Sports Coach UK courses
- First Aid Certificate
- Manual Handling
- Experience of award schemes relevant to the sport
- Experience of the promotion of sports/leisure activities
- Able to demonstrate accomplishment in sports coaching
- Able to undertake additional work at short notice

Section G: Demands

- The post requires self-motivation, flexibility, enthusiasm and practical skills.
- To be able to work under pressure and to tight timescales with little supervision.
- To attend in-service training as and when required.
- This job requires contact with vulnerable groups therefore you will require to gain/maintain PVG scheme membership.

Section H: Communications and contacts

Internal

- Regular contact with Sports Development Officers, Sports Development Administration Assistant and Assistant Coaches.

External

- Liaise with participants, parents / carers on a daily basis
- Venue staff

Section I: Environment

To be able to work at various venues throughout the Falkirk area.

To be prepared to undertake practical work as required within the class structure.

To be able to undertake additional work at short notice.

Approved by:

Approval date:

Post holder signature.....