



February 2024

1. JOB IDENTITY

Post Title:	Swimming Instructor	Service:	Education, Learning & Leisure
Section:	Leisure	Location:	Various
Reports to:	Swimming Coordinator	Grade:	Technician G

2. JOB PURPOSE

- Deliver a high standard of swimming instruction within the Councils learn to swim scheme and to undertake all associated tasks in relation to this.

This role may require flexible, evening and weekend working

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation

3. CORE RESPONSIBILITIES / DUTIES

- Ensure the provision of a safe and enjoyable delivery of service to the public utilising the scheme.
- Maintain the highest standards of both health and safety and customer care in accordance with the facilities operating procedures.
- To assist and complete the relevant administration tasks associated with the post.
- Attend meetings as directed to develop and foster a culture of continuous improvement.
- Maintain awareness of new developments, trends and practices and to report on any subjects contributing to improved effectiveness and efficiency of the service.
- Develop the standard of swimming, through participation in the mentoring/ support scheme.
- Attend a minimum of two relevant training sessions per year, where required to maintain and improve standards and develop skills.
- Assist in the communication and promotion of Swim Aberdeenshire products and services.

4. QUALIFICATIONS AND TRAINING

- Essential:**
- SSTQ or ASA/STA UKCC Teaching Aquatics Level 1 or above (or the ability to complete within six months)
- Desirable:**
- ASA/SASA UKCC Level 2 Teaching Aquatics / STA Certificate in Swimming Teaching
 - National Pool Lifeguarding Qualification (NPLQ)
 - Regular documented history of relevant CPD

5. EXPERIENCE

- Essential:**
- Experience of assisting with teaching swimming to a range of ages and abilities
- Desirable:**
- Experience of teaching swimming and other aquatic disciplines to a range of ages and abilities.
 - Working with the public
 - Basic understanding of Learn2

6. KNOWLEDGE AND SKILLS

- Essential:**
- Ability to deal with customers in a professional manner
 - Knowledge of the wider swimming environment
 - Ability to work as part of a team or on own initiative.
 - Good customer care skills
 - Good communication skills
 - Well organised
- Desirable:**
- Basic computer skills including Microsoft TEAMS, Sharepoint, Word & Excel
 - Ability to solve swimming related problems
 - Flexible attitude to work venues.
 - Ability to cope under pressure

7. ADDITIONAL REQUIREMENTS

Driving Compliance	Not applicable to this post
Politically Restricted	Not applicable to this post