Job Description and Employee Specification [Swimming Teacher]

Enterprise & Communities

Service:	Enterprise & Communities
Division:	Community Operations
Job Title:	Swimming Teacher
Responsible to:	Aquatics Development & Participation Officer
Grade	NLC6
Conditions of Service	SJC
Date of last review:	

Job Outline

The Swimming Teacher will ensure the safe and effective operation of the Swimming Lesson Programme within the venues throughout North Lanarkshire and will report to the Aquatics Development & Participation Officer.

Main Duties and Responsibilities

Generic Duties:

1. To organise the swimming lesson programme within the appropriate venues with regard to the location of the lessons, contact with those on the lesson programme and so on.

2. To undertake appropriate and regular assessments of all those within the swimming lesson programme.

3. To maintain adequate written records of everyone's progress within the swimming lesson programme and individual lessons.

4. To undertake, in conjunction with the Aquatics Development & Participations Officer, promotional and marketing duties in connection with all lessons, events and courses.

5. To develop all swimming programmes, in conjunction with the Aquatics Development & Participation Officer and in line with current and future trends.

6. To maintain and establish links with external bodies including schools, clubs and community groups and to ensure the provision of an appropriate Swimming Development Scheme.

7. To assist the Aquatics Development & Participation Officer in the organisation and promotion of holiday programmes.

8. To communicate effectively and inform and assist wherever appropriate, all members of the public involved in the lesson programme whilst maintaining a professional and customer orientated approach at all times.

9. To attend and participate fully in appropriate meetings when required in order to assist the Aquatics Development & Participation Officer in matters involving the swimming lesson scheme.

10. To ensure that all equipment is maintained and used in a proper manner whilst reporting any loss or damage immediately.

11. To attend, where appropriate, relevant training courses which will assist in the development of your existing qualifications or experience with regards to the teaching of swimming and associated activities.

12. To ensure all Health and Safety Legislation and Guidelines are adhered to at all times in relation to the implementation of swimming programmes and activities.

13. To undertake any other duties appropriate to the post that may from time to time be allocated.

This job outline is intended to indicate the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive but, while some variation can be expected in particular duties, the outline is considered to provide a reasonable general description of the post.

SPECIFICATION	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS/TRAINING			
• Scottish Swimming Teacher Qualification (SSTQ) Level 1 Teachers qualification in swimming or equivalent	X		Verification/Application Form/Interview
• Sound basic education	X		
• First Aid Certificate.		X	
WORK EXPERIENCE			
• Moderate operational experience within public or private leisure facilities.	X		Application Form/Interview
• Experience in health and safety requirements of the leisure industry.	X		
• Experience in dealing with a wide range of customers.		X	
KNOWLEDGE/SKILL/ABILITY			
• Good interpersonal skills.	X		Application Form/Interview
• Knowledge of good customer care practices.	X		

• Ability to work unsupervised as well as part of a team. • Excellent communication and customer care skills • Good administrative and organisational skills.	X X	X	
PERSONAL QUALITIES/ATTRIBUTES • Smart appearance, confident with a pleasant manner, articulate. • Good physical make-up with normal or corrected vision and hearing	X X		Application Form/Interview
OTHER • Satisfactory PVG scheme membership (Protected Adults & Child) (application will be processed by the Council for successful candidates and must be attained prior to commencing employment) • Sporting and other leisure interests.	X	X	Application Form/Interview