

## JOB DESCRIPTION

**Job Title: Swim Teacher**

**Reports to: Senior Sports Coach/Swim and Sports Manager**

### Job Purpose:

- To ensure successful delivery of swimming and or aquatic lessons in line with company policy and the relevant NGB standards.
- Planning, implementing and evaluating lessons that are appropriate to the needs of the pupils and swimmers in the lessons being delivered.

### Main Responsibilities and Duties:

- Plans each course of lessons adequately and each individual lesson thoroughly in advance and notes any amendments to the plan.
- To teach pupils varying in age and ability, completing the required paper work for each pupil
- Monitors the progress of individual pupils; assess them according to the scheme criteria and provides feedback as required.
- Supervises all classes and ensures the safety of all participants.
- Assists in the organisation and delivery of promotional events, distance awards and badge schemes.
- Implements appropriate programme standards and quality control.
- Provides instruction in accordance with industry standards, programme guidelines and accepted practice, in water safety, stroke technique and stroke correction.
- Maximises swimmer retention of swim school participants through quality standards, motivation and customer care.
- Provides swimming programme participants and parents with appropriate feedback with respect to progress and deals with enquiries from parents/teachers.
- Evaluates and monitors all programmes.
- Ensures that industry and company health and safety standards are adhered to at all times.
- To use IT and other developing technology to achieve any of the above.

- Complies with the requirements of the General Data Protection Regulation (GDPR) 2018 i.e. it is the responsibility of individual staff members to protect data and to take all reasonable steps to ensure all data is kept securely.
- Attends staff meetings and actively take part in any relevant staff development programmes and reviews/job chats. Has a willingness to be trained and developed on new practices.
- To comply with the 1610's policies and procedures including Quality Assurance, Health and Safety Legislation, Safeguarding Children and Vulnerable Adults and those covering all aspects of Equality and Diversity.
- Carries out any other duties as may be required by line manager commensurate with the post.

## Equality and Diversity

We love people from all walks of life - and all runs, jumps and swims of life, too. Every body is different, and so is every day, because every day at 1610 all kinds of people try new things and set new goals. That means that all our colleagues must show inclusive behaviours, practices and attitudes at all times so that every potential customer feels welcomed, valued and able to make use of all our programmes and facilities.

All our colleagues will support the social, emotional, physical and well-being of each customer's activity every time they visit.

## Person Specification

### Essential:

- ASA Level 1/2 Certificate in Swimming Teaching or equivalent.
- The post requires a sound knowledge of swimming instruction practice, ASA guidelines and a practical knowledge of the leisure industry.
- Ability to be diplomatic and handle confidential matters appropriately.
- Good communication skills, together with tact and diplomacy for working with staff, schools, parents and external agencies.
- Experience of working in a pool/leisure environment.

### Desirable:

- ASA Parent and Child Water Activities instructor qualified.
- IT skills and knowledge of using a tablet or ipod device.