



Job Description

Job Title: Swimming Instructor

Reports to: Sports Complex Duty Manager

Location:

Department: Sports Complex

Main Duties:

During Term Time we run a busy swimming lesson programme for all the ASA swimming stages from Ducklings to Stage 10. Our junior swimming lessons run on Saturdays & Sundays only. During the week we also cater for Primary School Lessons which we provide swimming teachers for.

PRINCIPAL ACCOUNTABILITIES:

- Following the guidance & training from your ASA Level 1 & 2 Swimming Teachers Certificate instruct the various ASA swim stages from Ducklings through to Stage 10.
- Be presentable and welcoming to all children and their parents/guardians before the swimming lessons begin.
- Ensure the Lifeguards have provided you with all the necessary swimming aids for you to effectively teach your class.
- In Ducklings, Stage 1 & Stage 2 you will need to communicate well with the Water Helpers who are there to assist the children in the various swimming strokes under your guidance.
- Ensure a Register is taken before the start of the swimming lesson and record notes if necessary.
- Continually assess the swimmers, marking off the various elements of the stage when they are achieved.
- Continually assess the swimmers and recommend the appropriate time for the swimmers to advance to a higher stage.
- Ensure all pupil registers and outcomes are kept up to date on a weekly basis following lessons, and that all data is accurate for the production of individual pupil reports to be issued to parents twice a term.
- Visually risk assess your teaching area before the commencement of your lessons to ensure the space is safe and the lifeguards are in position.
- Adapt your lessons so you will be able to teach swimming to school children in line with the school curriculum.
- If needed, assist with swim assessments in order to select the correct stage a child should begin their swimming lesson in.

SAFETY OF SITE:

- After your initial Health & Safety Induction Training you will be confident in leading the children you are responsible for safely to the assembly point in an Emergency Evacuation.
- Accidents must be reported and be treated by either the Sports Complex Duty Manager or Lifeguards.
- Be fully aware of any medical conditions a child/children may have before they commence their swimming lessons.
- Check all the swimming equipment is safe to use before the activities commence and a visual risk assessment is carried out.
- Report any potential hazards to the Duty Manager or Sports Complex Operations Manager.

SKILLS & QUALIFICATIONS

- ASA Swimming Teachers Qualification Stages 1 & 2 or equivalent
- National Rescue Award for Swimming Teachers (ideal but not essential)
- First Aid Qualification (ideal but not essential)

EXPERIENCE:

- Previous experience of working with children would be desirable.
- Previous experience as a Swimming Teacher or Water Helper would be desirable.

This role profile is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the college. The post holder will be expected to participate in this process and we would aim to reach agreement to the changes.