

Wirral Council: Job Role Descriptor

Job Role:	Swimming Instructor / Casual Swimming Instructor
Service:	Community Services - Leisure
Reports to:	Team Leader Aquatics
No. of Subordinates:	0
HR USE ONLY	
Job Role Ref:	
Job Family:	
Grade:	Band E

JOB ROLE PURPOSE

To deliver swimming tuition to Education lessons and Swim Wirral lessons of the highest quality to users.

KEY TASKS

- 1) To work with a group of swimmers to provide swimming instruction to both Junior and Adult members of the public in both individual and class situations enabling them achieve the aims required of the swim lesson programme e.g. Swim England's National Plan for Teaching Swimming.
- 2) To perform administrative duties associated with the swimming programme including keeping of and maintaining up to date records, registers, medical records, certificates and badges maintaining both electronic and paper based records.
- 3) To be responsible for the control, use and safe upkeep of swimming aids and equipment used within the lesson.
- 4) To assess swimmers and issue awards to those who have successfully achieved the required standard at each level.
- 5) To maintain continuing professional development, ensuring all qualifications are renewed and updated in accordance with the relevant governing body.
- 6) To be responsible for the health and safety of swimmers in accordance with the Emergency Action Plan and Normal Operating Procedures (EAP & NOP).
- 7) Advise the Team Leader Aquatics of all matters which may affect the operation and organisation of the swimming programme.
- 8) Abide by all policies and codes of practice as required by both Wirral Council and the relevant governing body e.g. Child Protection Policy.
- 9) Ensure that you have access to injury report forms available at all times.
- 10) Attend meetings / training where appropriate.

KEY RESPONSIBILITIES

People

Duty of care to swimmers including young children and vulnerable adults.

Provide advice and guidance to colleagues and customers in relation to the swimming programme.

Financial

Promote the programmes facilities and product availability to increase the revenue of the business.

Strategic

Propose any ideas that may help to improve; promote and extend the services reputation.

Work to and maintain customer service standards.

Ensure health and safety regulations are followed at all times.

Awareness, understanding and application of Quality Improvement initiatives and service standards.

Awareness, understanding and application of Leisure Centre's Normal Operating Procedures (NOP's) and Emergency Action Plan (EAP).

Resources

Maintain lesson/member and other databases as required.

Routinely process personal and confidential data.

Planning and Organising

Ensure information relating to lesson progress is up to date and accurate in line with deadlines for production of performance indicators.

Deal with problems as they arise only escalating to senior staff if unable to resolve

Decision Making

Resolve subsequent issues arising from own work only escalating to senior staff if unable to resolve.

Ensure the swim programme users comply with relevant Council policy and the regulations of the centre and report all incidents to the Team Leader Aquatics.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE AND SKILLS

Essential Criteria

Qualifications

- ASA / UKCC Level 2 Certificate Aquatic Teaching (or equivalent Level 2 aquatic teaching qualification)

Or

- Working towards ASA / UKCC Level 2 Certificate Aquatic Teaching (or equivalent Level 2 aquatic teaching qualification) with a minimum Level 1 Certificate Aquatic Teaching (or equivalent Level 1 aquatic teaching qualification).

Knowledge & Skills:

- Understanding of and an ability to deliver excellent customer service to both internal and external customers.

Desirable Criteria

Qualifications

- RLSS Rescue Test for Swim Teachers & Coaches (minimum recommendation)

Knowledge & Skills:

- Health and Safety at Work Act
- Swimming Aids / Equipment
- Governing Body syllabus
- Record Keeping associated with progress results.

Experience:

- Previous teaching experience with all age groups, individuals and class sessions.

ADDITIONAL WORK ELEMENTS

To work flexibly to suit the needs of the organisation.

Progression/appointment to Band E Spinal Column Point 21 is on attainment of ASA / UKCC Level 2 Certificate Aquatic Teaching (or equivalent Level 2).

NOTE:

The job role holder may be required to undertake other reasonable duties commensurate with the job role descriptor grade as directed by the Head of Service.

This job role profile will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job role profile and changes to it may be amended in light of organisational and service requirements.

Signed Head of Service

D Walsh

Date 28.09.2017