



[www.settleswimmingpool.co.uk](http://www.settleswimmingpool.co.uk)

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## JOB DESCRIPTION – SWIMMING TEACHER

### Job Purpose Statement

Provide a service for Settle Area Swimming Pool on behalf of users in the most efficient, SAFE and effective manner possible within the limits of cost and authority imposed by the Committee and in accordance with the Normal Operating Policy, Emergency Action Plan, Child Protection Policy, Risk Assessment documents and other policies as may apply issued by and as amended by the Committee and in accordance with relevant statutory legislation and guidelines.

### Scope of Job:

- The post holder will undertake Swimming Teacher and Leisure Centre duties and contribute to the safe, efficient day to day operation of the Leisure Centre. Ensuring excellent customer service and the Centres high standards of operational Policies and Procedures are met and Services are delivered.
- The role reports to the Duty Managers/Pool Manager.
- The post holder will be given set working day(s)/time(s), however, the post holder will be required to work additional hours as and when needed which will include evenings, weekends and Bank Holidays.

### Key Accountabilities:

- Carry out duties and oversee, educate and inform Centre users in accordance with Settle Pools Policies and Procedures including safeguarding children, equal opportunities and health and safety. Carry out duties and ensuring users comply with the Operational Procedures including the Normal Operating Policy, Emergency Action Plan and other policies by reviewing and communicating. Complete and record all relevant health and safety checks as assigned by the Pool Manager.
- Explain to users the rules and intervene when inappropriate behaviour is used. Identify an emergency quickly and take appropriate action as listed in the Pool Safety Operating Procedures (NOP and EAP).
- Follow and deliver the Swim England Learn to Swim Programme, where qualified, Settle Pools School Swimming Programme and the RLSS Rookie Lifeguard Programme, where qualified.

- Ensure a high standard of teaching by acting as an enthusiastic, motivating and engaging swimming teacher. Deliver safe, consistent swimming lessons in an enjoyable manner that combines learning with fun and gives people real confidence in the water – an invaluable life skill. Whilst teaching provide feedback and encouragement to swimmers.
- Teach a variety of ages, abilities and disabilities from babies to senior customers commensurate with relevant experience/qualifications as instructed by the Duty Managers/Pool Manager.
- Welcome all swimmers in a friendly and professional manner. Ensure swimmers behave in a safe manner whilst on the poolside and in the water.
- Ensuring the utmost respect for the health and safety of users and visitors using the pool/Centre. In the event of a rescue/incident, act immediately and rescue any swimmer who may be in difficulty/attend to any persons requiring first aid. Log and report any incidents/accidents or concerns to the Pool Manager.
- To arrive in good time before the lesson start time to ensure lessons start punctually (and finish punctually) and to ensure facilities are set up appropriately.
- Ensure lesson plans are safe and appropriate to the needs/abilities of the swimmer and provide supervision and assistance to all participants.
- To safeguard and promote the welfare of children, young people and vulnerable adults in your care.
- Wear Settle Area Swimming Pool uniform for teaching in the water and uniform when out of the water. Have equipment to hand or worn (whistle and name badge) and PPE at all times.
- Carry out the necessary paperwork for providing this service e.g. planning lessons after reviewing current records, recording lessons after teaching each session and maintaining files and keeping them up-to-date. Creating Schemes of Work by liaising with fellow Settle Pool Swimming Teachers/Pool Manager. Assess swimmers in accordance with the Awards Scheme and issue relevant awards to customers (a minimum of one per term).
- Assisting the Pool Manager by maintaining an accurate record of attendance/awards and liaising with the Pool Manager on pupil achievements/progress. Preparing written progress reports.
- Communicating in a welcoming, friendly and professional manner to all customers, swimmers, parents and staff.
- Meeting and greeting customers and serving them using the till for entry, purchase of pool kiosk goods. Answering any questions, assisting with day to day queries or complaints in a positive, informative, pleasant manner face to face or over the phone.
- Provide excellent customer service to ensure the customer journey is fulfilling and promotes repeat visits.
- Work as a team and communicate well with colleagues as well as using own initiative and self-allocate tasks where appropriate. Contribute positively to the team and motivate yourself as well as others.
- Mentor new Swimming Teachers.
- Adopt a flexible approach with the aim of providing a service which meets the needs of demanding

users against the need to maximise the Leisure Centres efficiencies

- Ensure all relevant qualifications are kept up to date. Keep a track of and ensure any training hours required for the qualifications are at the required levels prior to renewal of the qualification.
- Attend monthly Lifeguard/Review staff training/meetings, where required, and meetings/actions requested by the Duty Managers/Pool Manager. Demonstrate a commitment to personal development through training (CPDs), observation and feedback. Such other duties or training as may be reasonably required by the Pool Manager, Duty Managers or by the Committee.
- Deliver other social activities commensurate with relevant experience/qualifications as instructed by the Duty Managers/Pool Manager.
- Work in other areas of the Leisure Centre, where trained to do so including but not limited to the café, multi-function room and Charity Shop to assist in the delivering of a high quality customer focussed services.
- To carry out other duties as may be reasonably required by the Duty Managers/Pool Manager which are consistent with the nature of the job, its level of responsibility and within the post holder's technical competence.

#### Primary Objectives:

- Undertake Swimming Teacher and Leisure Centre duties and ensure the pool is supervised at all times whilst in use.
- To ensure "Pool Watch" is always in place thus ensuring no un-authorized entry to the swimming pool or pool hall facilities.
- Be a first responder to all incidents / emergencies, including evacuations, first aid incidents throughout the Centre
- To ensure all accident / incidents are dealt with swiftly and the correct documentation is completed.
- Ensure shift information is communicated between all team members, and instruction is followed.
- Deliver excellent customer service at all times, dealing with customer comments and reporting more serious issues to the Duty Managers/Pool Manager.
- Liaise regularly with Duty Manager during the shift and update progress accordingly.
- Have a thorough knowledge of the Centres programme and ensure the facilities meet the high operational and service standards and are fit for purpose in good time to meet customer expectations.

## Knowledge and Educational Requirements:

### **Specialist Knowledge:**

Recognised Swimming Teaching Qualification  
Swim England – Swimming Teaching Level 2 or STA Swimming Teaching Level 2 Certificate

Applicants who hold a Swim England – Swimming Teaching Level 1 (Assistant) or STA Swimming Teaching Level 2 Award with an agreed progression/be available to progress to a full Teaching qualification.

Recognised First Aid Qualification, RLSS National Pool Lifeguard Qualification Certificate or RLSS National Rescue Award for Swimming Teachers and Coaches

### **Functional Knowledge:**

GCSE or equivalent qualification in English and Mathematics, Grade C or above.

Strong swimming skills (staff are required to hold a first aid and water rescue qualification to assist with emergencies).

The ability to obtain an Enhanced Disclosure and Barring Service Certificate. The role is subject to a satisfactory enhanced DBS check.

Understanding of the operational standards for Swimming Teachers.

### **SASP Specific Knowledge:**

Understanding, implementation and adherence to Settle Area Swimming Pool's policies and procedures.

Understanding, implementation and adherence to Settle Area Swimming Pool's Values and Behaviours.

Understanding of the post holder's own and their team's contribution to Settle Area Swimming Pool.

Understanding and use of internal systems such as Clubright.

### Other Knowledge:

- The ability to have a flexible and hands on approach to working.
- Be able to adapt to different work environments.
- Strong communication and written skills.
- You will be expected to undertake any training and development appropriate to the current and future needs of the post.
- This role is public facing therefore the ability to converse at ease and effectively with members of the public and provide the correct advice in a polite and informative manner is an essential part of the role.

### **General Statement**

The above duties and responsibilities do not include or define all tasks that may be required of you. Duties and responsibilities may vary without changing the general character or grade of the role. As a normal part of your job, you are expected to routinely undertake activities on behalf of the Duty Managers/Pool Manager, appropriate to the role.

### **Learning and Development**

You are expected to undertake any training and development appropriate to the current and future needs of the post.

### **Health & Safety at Work**

All members of staff are responsible for fulfilling their health and safety roles and responsibilities, as outlined in the Job Description above. It is the employee's responsibility to ensure that they are familiar with the Settle Area Swimming Pool's health and safety policy, procedures, work instructions and relevant risk or other health and safety assessments pertinent to their work tasks, and that they carry out their work tasks in accordance with the significant findings of such.

### **Equal Opportunities**

Settle Area Swimming Pool is an Equal Opportunities employer and has equal opportunities policies with which you are expected to comply at all times. Settle Area Swimming Pool condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

### **Safeguarding**

Settle Area Swimming Pool delivers a range of services and activities that impact directly on the lives of Children and Young People. Safeguarding children, ensuring their welfare, safety and health is of paramount importance. We are committed to providing safe and supportive services that will give Children/Young People the opportunities to achieve their full potential.

**Please note only successful applications will be contacted.**