

## Post: Part Time Swimming Instructor

- Salary/Grade : Grade 7 – £21,074 to £23,111 pro rata
- Hours/Days : 20.50 hours per week
- Fixed Term/Perm/Temp/Casual : Permanent
- Location : Eckington Swimming Pool, Eckington or as determined by the Council
- Closing Date: 24 March 2019
- Interview Date: To be confirmed

## Job Details and Requirements

Hours of work will include regular classes with a range of age groups from toddlers to adults. Candidates will need to hold a current A.S.A. Level 2 teaching certificate, be flexible, customer focused, and be prepared to work on your own initiative. A good knowledge of the A.S.A. National Plan for Teaching Swimming would be beneficial.

It is essential all candidates are prepared to work unsocial hours including evenings and weekends and work at any of the Council's establishments, as required. The successful candidate's will be subject to a Disclosure carried out by the DBS at the Enhanced Level.

Section 7 (2) (b) of the Sex Discrimination Act 1975 applies to this post.

## Contact Details

For an informal discussion about the post, please contact Darren Ward, Lead Facilities Officer 01246 217481 [darren.ward@ne-derbyshire.gov.uk](mailto:darren.ward@ne-derbyshire.gov.uk)

## Application Pack

If you are interested in this post, please visit the Jobs pages on the NEDDC website <http://www.ne-derbyshire.gov.uk/index.php/your-council/jobs>

To apply using our online application form, please visit the Derbyshire Jobs website or by clicking on the following link: <https://jobs.derbyshire.gov.uk/>

Please note that **CV's will not be accepted.**

Alternatively, if you do not have internet access, application packs are available from:

- Telephone the NEDDC Contact Centre on 01246 217640.
- Email [humanresources.bdc&neddc@ne-derbyshire.gov.uk](mailto:humanresources.bdc&neddc@ne-derbyshire.gov.uk)

Please return completed application forms to HR & OD Shared Service, District Council Offices, 2013 Mill Lane, Wingerworth, Chesterfield, Derbyshire, S42 6NG or to [humanresources.bdc&neddc@ne-derbyshire.gov.uk](mailto:humanresources.bdc&neddc@ne-derbyshire.gov.uk) by the advertised closing date.

We welcome applications from all sections of the community.

## Job Description

<b>Job title</b>	Swimming Instructor
<b>Reports to</b>	Duty Officer
<b>Direct reports</b>	
<b>Grade</b>	Grade 7
<b>Salary range</b>	£21,074 – 23,111

### Job purpose

Effective implementation and delivery of swimming tuition within the Councils Leisure Service programme.

### Duties and responsibilities

1. The teaching of swimming to all ages and abilities in accordance with the Council's present and future swimming tuition programme and associated strategies..
2. All necessary administration in connection with the organisation of the swimming tuition programme including taking payments as part of the enrolment process.
3. Liaising with the Swimming Development Officer and other swimming teachers employed by the Council to ensure a consistent delivery approach throughout the service.
4. Keeping in touch with new trends and developments in the teaching of swimming and in association with others contribute to ongoing programme development.
5. Being available to offer advice and information to parents or other persons receiving swimming tuition during each course and in particular at enrolment periods.
6. Providing feedback to the management team on the swimming tuition programme, highlighting achievements or matters which require corrective action.
7. When required provide School Swimming tuition in accordance with the National Curriculum including giving advice, guidance and the supervision of Education support staff at waters edge.
8. When required, complete progress records for children attending school swimming in accordance with National Curriculum requirements.

9. Taking the lead in teaching classes where support personnel may be provided to support the swimming programme covering absence or for promotional \ development purposes.
10. Checking swimming tuition equipment and reporting replacement needs or repairs as directed.
11. Ensuring all lessons are delivered in accordance with defined standards including both safety and quality

### **Working conditions**

- Must be prepared to work unsocial hours and be flexible to cover for other staff (i.e. working additional hours, as necessary)
- Attend staff training and retake and pass life saving qualification on an annual basis
- Be willing and able to work at any establishment
- Annual leave to be taken at time when will not disrupt the continuity of the lesson programme
- Attend CPD events \ courses as directed.

### **Physical requirements**

- Coaching and Teaching swimming including being in the pool with students and lifting equipment

### **Corporate Duties and Responsibilities**

To familiarise yourself with the principles of, and key Council documents and policies relating to:

- Health and Safety at Work.
- Equality and Diversity.
- Data Protection (Employees must at all times abide by the principles of the Data Protection Act 1998 and guidance provided by the Council in the form of policies and procedures).
- Customer Service.
- Community Safety (Section 17 of the Crime and Disorder Act requires the Authority and individual employees to consider how community safety can be improved when the functions of the Authority are exercised).
- Safeguarding Vulnerable Adults
- Child Protection Policy.
- Risk Management.

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be subject to review (on an annual basis).

Any other duties commensurate with the grade as determined by management.

Any job description provided to you by the Council will not form part of your contract of employment.

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<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	

## PERSON SPECIFICATION

<b>Post Title:</b> Swimming Instructor	<b>Section:</b> Leisure		
<b>Directorate:</b> Transformation			
<b>Knowledge (Essential)</b>	<b>AM</b>	<b>(Desirable)</b>	<b>AM</b>
<ul style="list-style-type: none"> <li>Ability to deal with full age range of customers face to face</li> <li>Ability to deal with class enrolments, progress reports, attendance registers</li> <li>Basic computer skills</li> <li>Ability to organise and plan work to achieve specific targets</li> <li>Ability to express ideas clearly and succinctly</li> <li>Good knowledge and understanding of modern swimming teaching methods</li> </ul>	<p>a &amp; i</p> <p>a &amp; i</p> <p>a &amp; i</p> <p>a &amp; i</p> <p>a &amp; i</p> <p>a &amp; i</p>	<ul style="list-style-type: none"> <li>Use of computer based systems, in particular swimming lesson programmes</li> <li>Some knowledge of other aquatic activities, e.g. life saving, diving, aquacise,</li> </ul>	<p>a &amp; i</p> <p>a &amp; i</p>
<b>Qualifications</b>			
<ul style="list-style-type: none"> <li>ASA Teachers Certificate level 2</li> <li>RLSS UK National Pool Lifeguard Award or RLSS National rescue award for swimming teachers and coaches (NRASTC) or be able to pass full RLSS National Pool Lifeguard Award within six – nine months</li> </ul>	<p>a,i &amp;c</p> <p>a,i &amp;c</p>	<ul style="list-style-type: none"> <li>ASA Advanced Teachers' Certificate</li> <li>RLSS Trainer Assessor Certificate</li> <li>Appropriate qualification in teaching or other aquatic activities</li> </ul>	<p>a,i &amp;c</p> <p>a,i &amp;c</p> <p>a,i &amp;c</p>
<b>Experience</b>			
<ul style="list-style-type: none"> <li>Some practical experience in swimming teaching for adults and juniors</li> <li>Preparation of lesson plans</li> <li>Knowledge and experience in the delivery of the ASA National Plan for Teaching Swimming or the STA International Learn to Swim</li> </ul>	<p>a &amp; i</p> <p>a &amp; i</p> <p>a &amp; i</p>	<ul style="list-style-type: none"> <li>Use of computerised programmes and databases</li> <li>Some experience in lesson enrolment administration</li> </ul>	<p>a &amp; i</p> <p>a &amp; i</p> <p>a &amp; i</p>
<b>Skills</b>			
<b>Other Requirements:</b>			

**Key to Assessment Methods (AM); (a) application form, (i) interview, (p) presentation, (c) certificate check (o) others**

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. In accordance with the Equality Act, candidates will be asked if they have any specific requirements relating to the selections process.

Schedule 9 Part 1.1(1) of the Equality Act also permits targeted recruitment on grounds of Genuine Occupational Requirement.

<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	