

Post: Part Time Swimming Instructor

- Salary/Grade: Grade 7 - £21,589 to £23,836 pro rata
- Hours/Days: 9.5 hours per week: Currently Tuesday 12.15-3.15pm, Wednesday 12.15-3.15pm & Thursday 3.45-7.15pm
- Permanent
- Location: Dronfield Sports Centre
- Closing Date: 23 June 2019
- Interview Date: To be confirmed

Job Details and Requirements

Candidates will need to hold a current A.S.A. or STA Level 2 teaching certificate, be flexible, customer focused, and be prepared to work on your own initiative. A good knowledge of the STA International Learn to Swim Programme 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 both posts.

Contact Details

For an informal discussion about the post, please contact

Mark Rocca, Lead Facility Officer at Dronfield Sports Centre on 01246 217284 or Steve Birds, Swimming Development Officer on 01246 217570

Application Pack

If you are interested in this post, please visit the Jobs pages on the NEDDC website. <https://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: NEDDC Contact Centre on 01246 217640.
- Email 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 by the advertised closing date.

Job Description

Job title	Part Time Swimming Instructor
Reports to	Duty Officer
Direct reports	
Grade	Grade 7
Salary range	£21,589 to 23,836

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
12. A knowledge of electronic enrolment and booking systems and the use of electronic progress reports would be beneficial.

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.

Approved by:	<i>C. Mills</i>
Date approved:	<i>23.4.2018</i>
Reviewed:	

PERSON SPECIFICATION

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

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

Equality Act 2010

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.

Approved by:	<i>C. Mills</i>
Date approved:	<i>23.4.2018</i>
Reviewed:	