

Swim Teacher JOB DESCRIPTION

BACKGROUND

We want enthusiastic and energetic people who will create a great experience for our customers and share the following values. Edinburgh Leisure **makes a positive difference** by:

welcoming all,
each one of us **caring** about what we do,
being **passionate** about how we do it,
and feeling **proud** of what we achieve

JOB PURPOSE

Deliver a range of swimming lessons to our customers in a safe, fun environment to develop swim skills through the delivery of great customer service.

KEY RESULT AREAS

Key Responsibility	Expected time spent (%)
1. Delivery of swim classes/activities. <ul style="list-style-type: none"> ○ Deliver swimming lessons to participants recording a thorough assessment of individual needs, performance, and progression to maximise their potential providing ongoing feedback to participants. ○ Work with and provide support to other teachers in the delivery of lessons by ensuring assistant teachers are utilized effectively and that they receive feedback on their performance. ○ Give on-going feedback on performance to parents or guardians as required e.g. responding to immediate issues as well as end of term progress. 	75%
2. Coaching Programme administration. <ul style="list-style-type: none"> ○ Keep accurate records of all participants, class registers, lesson planning including research and review. to aid lesson cover and be able to share information at team meetings. 	10%
3. Session Planning. <ul style="list-style-type: none"> ○ Prepare, plan and review for all lessons to ensure consistency and quality standards are maintained. 	15%

RESPONSIBILITY FOR RESOURCES

Responsibility for staff:	No direct reports
Salary bill for all staff reporting:	Nil

Responsibility for finance and level of financial control:	No budget responsibility
Responsibility for Physical Resource:	Check all teaching equipment on a daily basis prior to use and report faults and makes recommendations for purchase or replacement. Responsibility for monitoring stock levels of Scottish Swimming Awards, arm bands and other teaching equipment. To be trained in the use of moveable floors, pool hoist and lane ropes, phone, radio and PC or laptop devices.
Responsibility for Data and Information:	Access to and responsibility for the safeguarding of customer data including age and medical conditions of all participants.

GUIDELINES AND EXPECTATIONS

Authorities & Limitations
<ul style="list-style-type: none"> You are required to plan your teaching schedule in collaboration with your swim co-ordinator. Most of your swim lesson timetable is planned, however you may need to respond to unforeseen problems. This may require a decision to be taken to cancel classes, arrange for alternative cover, or the redistribution of teachers on shift. Lesson delivery should meet the requirements of Edinburgh Leisure standards i.e. you follow pre-planned scheme of work. You must ensure that swimmers achieve each ability class criteria; you are expected to use your professional skill and knowledge to help them achieve this. You will be responsible for any trainee teacher, volunteer or assistant working with you during each lesson, and may be responsible for their utilisation throughout the duration of their shift.

Communication & Representing the Organisation
<ul style="list-style-type: none"> You will be required to teach several people of differing abilities, stages and ages. Working directly with both customers and colleagues you should be friendly, welcoming, and helpful in your manner. You should be able to adapt your communication style to ensure you are easily understood. You are required to keep accurate written records of your classes, compiling class registers and individual performance notes. Record swimmer's progress including achievement of awards on database (MRM, Learn2) You should make recommendations when to progress participants through the programme and engage in regular feedback to swimmers and parents. Giving feedback can be challenging sometimes therefore a sensitive and diplomatic approach is required. You should always communicate openly with your venue management team to ensure information is shared in a timely manner and deliver great customer service. Working in your team you should plan and prepare a scheme of work for the lesson term. You are expected to contribute your ideas and suggestions to maximise progression, consistency, and customer experience for each swim term. You will need to adopt a variety of communication methods when interacting with participants, be it through sign language, body language, singing and use of visual aids and props

Safeguarding Our Customers
<p>Take an active role in the safety of yourself, your team, the facility and customers. Don't interfere with any equipment designed to preserve life. Take action to fix or report any potential hazard.</p> <ul style="list-style-type: none"> When on poolside teaching you must always remain safe:

- Position yourself while teaching so that you can see all swimmers in your class throughout the lesson.
- You must never leave the poolside during the delivery of a lesson.
- Equipment used for swim lessons must always remain tidy to prevent trip hazards.
- When working with an assistant you should ensure they are working safely whilst assisting the lessons.
- You are expected to understand and fulfil your role (following training) in:
 - Scottish Swimming Code of Conduct
 - Edinburgh Leisure's Health and Safety policy
 - Edinburgh Leisure's Child Protection policy
 - Your venue's Emergency Action Plan (EAP)
 - Your venue's Normal Operating Plan (NOP)
 - Ensure that the venue and your area of work clean, tidy, and presentable.
 - Supervise customer use of safety critical areas, such as behaviour on poolside.
 - You must achieve and maintain a valid NPLQ by attendance at RLSS training

Problem Solving

- It is important for every coach to keep up to date of any changes to rules and/or best practices to benefit your own development. You must attend ongoing CPD as agreed by your line manager.
- Using your skills and knowledge you need to continually assess the skills and abilities of participants to ensure that they are in the appropriate class and are progressing.
- You will assess participants on awards as required.
- You will have to respond to, and deal with issues that may occur. You are expected to resolve these matters wherever possible but have access to your line manager for escalation or further advice.

Impact on the Organisation

The 'learn to swim' programme is a significant part of Edinburgh's coaching programme, its success is reliant on high quality, safe teaching standards. As a teacher you are the first point of contact for swimmers and invaluable in providing a first-class customer experience.

JOB DEMANDS

Physical	Most of the time will be spent on your feet in a warm poolside environment, so a reasonable level of fitness is required. You will also be required on occasion teach in the pool alongside the swimmer. You must also participate in regular staff training to ensure practical components of the NPLQ are maintained, such as moving and handling casualties in and out of the water, swim fitness and CPR
Mental	You are expected to meet and greet all customers to the venue with enthusiasm. You should always remain alert to be able to respond quickly and effectively whilst on poolside. You should be aware of time to ensure classes do not overrun.
Emotional	You will be required to respond to any emergency appropriately whilst on duty. On occasion you will be required to deal with unwilling, upset swimmers who may lack confidence and adapt your approach to reassure and encourage them to join in.
Environmental	Our pools are busy places and can often be noisy due to the numbers in the pool. Naturally the environment is warm and humid.

PERSON SPECIFICATION

Evaluation Date	Aug 23
Grade	11

Factor	Essential	Desirable: (Fully Competent)
Qualifications and Attainments:	General Scottish Swimming Teaching Qualification (SSTQ) Or Scottish Swimming UKCC aquatic teaching: Level 2	General NPLQ (must be achieved in probationary period) You must attain: Adult & Child ASA and/or Early Years Additional support needs (ASN) Scottish Swimming License And as you progress you should develop skills in the following areas: RLSS qualifications e.g. NPLQ Trainer assessor, Rookie Masters Skills & Drills Power swim Diving Water polo synchro
Knowledge and Experience	<p>Experience of working in a team environment.</p> <p>Knowledge of coaching processes and experience of delivering in a sports or community setting.</p> <p>Ability to use technical equipment and follow instructions.</p> <p>Knowledge of any industry legislation and guidance relevant to your sport.</p> <p>Experience of managing the needs of participant behaviours.</p> <p>Experience of preparing safe activity areas and setting up, dismantle and storing equipment.</p> <p>Knowledge of monitoring and reviewing effective coaching activities.</p>	<p>Work with others in planning coached sessions and reviewing success.</p> <p>Experience in delivering sport and physical activity to children and young people.</p> <p>Experience of working with the public to deliver a high level of customer service.</p>
Additional Requirements	Maintain regular CPD and attendance at training to ensure competence and compliance with NGB standards.	
ESSENTIALS Behaviour Standards	Leadership by EVERYONE	
DISCLOSURE/PVG REQUIREMENTS		

I have read and understand this job description and I am clear about what is expected of me in this job.

Signed

Date

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