

<b>Evaluation Date</b>	<b>22/08/16</b>
<b>Grade</b>	<b>13</b>

## JOB DESCRIPTION

<b>Job Title:</b>	<b>L1 Swim Teacher (development)</b>	<b>Reports to:</b>	<b>Swim coordinator/ Lead Teachers</b>
<b>Department:</b>	<b>Operations</b>	<b>Location:</b>	<b>Edinburgh</b>
<b>Work Pattern:</b>	<b>Shifts</b>	<b>Contract Status:</b>	<b>Permanent &amp; Temporary</b>

### 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

Take part and complete a Level 1 Swim Teacher Development Programme culminating in the achievement of gaining an UKCC Level 2 qualification.

This will be achieved by assisting in the delivery a range of swimming lessons to our customers, in a safe fun environment to develop their skills and ensure great customer service.

### KEY RESULT AREAS

<b>Key Responsibility</b>	<b>Expected time spent (%)</b>
<ol style="list-style-type: none"> <li>Assist the delivery of swimming lessons* to participants, providing ongoing feedback to participants and the Lead teacher. <ul style="list-style-type: none"> <li>Work with, and provide assistance to other teachers in the delivery of lessons by working under the direction of the Lead Teacher</li> <li>Provide information to the Lead Teacher to assist them in their role of giving on-going feedback on performance to parents or guardians as required e.g. responding to immediate issues as well as end of term progress.</li> <li>Take class registers and record progress of swimmers</li> <li>Participate in the delivery of events, such as galas</li> <li>Work towards UKCC Level 2 teacher of swimming course</li> </ul> </li> </ol> <p><i>*swimming lessons can be any from our programme that you are qualified to do.</i></p>	80%
<ol style="list-style-type: none"> <li>Assist the Lead Teacher in the creation and review of lesson plans – carrying out any work as requested (within your qualifications and to support your ongoing CPD).</li> </ol>	15%
<ol style="list-style-type: none"> <li>Achievement of NPLQ qualification and UKCC Level 2 Swim Teacher qualification.</li> </ol>	5%

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<b>RESPONSIBILITY FOR RESOURCES</b>	
<b>Responsibility for staff:</b>	No direct reports
<b>Salary bill for all staff reporting:</b>	nil
<b>Responsibility for finance and level of financial control:</b>	No budget responsibility
<b>Responsibility for Physical Resource:</b>	Ensure pool areas and equipment are clean, tidy and in good working order. You will be trained in the set up and use of relevant equipment, lane ropes, first aid equipment, phone, radio and PC devices.
<b>Responsibility for Data and Information:</b>	Access to and responsibility for the safeguarding of customer data including; age and medical conditions of all participants.

## **GUIDELINES AND EXPECTATIONS**

<b>Authorities &amp; Limitations</b>
<ul style="list-style-type: none"> <li>○ You are required to use your professional expertise to deliver teaching as directed by your Lead Teacher.</li> <li>○ You are expected to teacher within the limitations as defined by your level of qualification – meaning that you can only deliver level 1 syllabus.</li> <li>○ You will always be operating under the direction of a Lead Teacher, and they will be available to support you and help develop your skills.</li> <li>○ You will be expected to adhere to the swim programme timetable and plan and prepare in advance as is necessary</li> </ul>

<b>Communication &amp; Representing The Organisation</b>
<ul style="list-style-type: none"> <li>○ You will be required to teach a number of people of differing abilities, stages and ages. Working directly with both participants 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.</li> <li>○ You will respect the needs and aspirations of each participant through the creation of a safe, fun and nurturing environment for participants to learn and reach their full potential in.</li> <li>○ You should make recommendations when to progress participants through the programme and engage in regular feedback to participants and Lead Teacher. Giving feedback can be challenging sometimes therefore a sensitive and diplomatic approach is required. You should at all times communicate openly with your venue management team to ensure information is shared in a timely manner and deliver great customer service.</li> <li>○ You are expected to contribute your ideas and suggestions to maximise progression, consistency and customer experience for each term.</li> <li>○ 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</li> </ul>

<b>Safeguarding Our Customers</b>
<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"> <li>• When teaching you must ensure safety at all times:</li> </ul>

- Position yourself while teaching so that you can see all your group throughout the lesson.
- Equipment used for the class must be set up correctly, inspected, fit for purpose and remain tidy at all times to prevent trip hazards.
- Equipment must be used in a safe manner.
- You are expected to understand and fulfil your role (following training) in:
  - Scottish Swimming Code of Conduct
  - RLSS (NPLQ) lifeguarding standards
  - 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)

### Problem Solving

- It is important for every swimming teacher to keep up to date of any changes to rules and/or best practices to benefit your own development and those in your care. 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 the Scottish Swimming Awards as required.
- You will be working with a group throughout a term and you are expected to use your teaching skills to develop them and achieve the class objectives by the end of the term.
- You need to be able to apply different approaches to help participants learn each skill, working out what approach suits each individual.

### Impact On Organization

Our teachers deliver quality teaching which aim to enable participants to progress and remain in the programme. its success is reliant on high quality, safe teaching standards.

### JOB DEMANDS

<b>Physical</b>	The majority of time will be spent on your feet in a poolside environment so a reasonable level of fitness is required. You will also be required on occasion to demonstrate the correct technique and use of equipment. You must also participate in regular staff training to ensure essential skills are maintained, such as moving and handling equipment and CPR.
<b>Mental</b>	You are expected to engage with all participants in your class with enthusiasm and share your passion for swimming. You should remain alert at all times to be able to respond quickly and effectively whilst teaching. You should be aware of time to ensure classes do not overrun.
<b>Emotional</b>	You will be required to respond to any emergency situations appropriately whilst on duty. You need to be able to deal with a range of emotional response from participants, from high excitement though to a lack of confidence. You need to be able to adapt your approach to get the best out of each participant.
<b>Environmental</b>	Our pools are busy places, which are both warm and humid and can often be noisy.

### PERSON SPECIFICATION

Factor	Essential	Desirable: (Fully Competent)
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<b>Qualifications and Attainments:</b>	Scottish UKCC Aquatics teaching Level 1 Good standards of literacy and numeracy	First Aid for sports coaching Child Protection Positive Coaching Scotland Manual Handling NPLQ  <b>As you develop beyond this post you can consider the following:</b> UKCC Aquatics teaching Level 2
<b>Knowledge and Experience</b>	Experience of working in a team environment The ability to use computer systems. Volunteering in a sports or community setting	
<b>Additional Requirements (e.g. competencies):</b>	Refer to 'Everyone' Essentials behaviours	

#### **DISCLOSURE/PVG REQUIREMENTS**

This post has been assessed to require a **PVG Scheme Record or Scheme Record Update** for the post holder, under the following justification:

The duties of this post involve regulated work with children as defined in the Protection of Vulnerable Groups (Scotland) Act 2007 Schedule 2, Part 1 and Part 2 (4).

*Teaching, instructing, training or supervising children*

4 Teaching, instructing, training or supervising children (except teaching, instructing, or training children which is merely incidental to teaching, instructing, or training individuals who are not children).

Work	Work With	What Do / Service	Normal Duties	Exception 1	Exception 2
Yes	Children	Activities	Yes	Supervise, Teach, Instruct	Not incidental

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

**Signed .....**

**Date .....**