

Evaluation Date	Jan 2014
Grade	11

JOB DESCRIPTION

Job Title:	Swim Teacher	Reports to:	Swim co-ordinator
Department:	Operations	Location:	Edinburgh
Work Pattern:	Shifts	Contract Status:	Permanent & Temporary

BACKGROUND
<p>Edinburgh Leisure is Edinburgh’s biggest provider of Leisure Services, welcoming approaching 5 million customer visitors a year to our 30 venues across the City. We have a total income of almost £30m and as a Not for Profit company, we proudly spend every penny of that on providing and developing our great range of services to make Edinburgh a healthier place.</p> <p>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:</p> <ul style="list-style-type: none"> 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
<p>Deliver a range of swimming lessons to our customers in a safe, fun environment to ensure great customer service to develop their swim skills.</p>

KEY RESULT AREAS	
Key Responsibility	Expected time spent (%)
<p>1. Deliver swimming lessons to participants recording a thorough assessment of individual needs, performance and progression to maximise their potential providing ongoing feedback to participants.</p> <p>Work with, and provide support to other teachers in the delivery of lessons by ensuring assistant teachers are utilized</p>	75%

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.	
2. 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. 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
<p>You are required to plan your teaching schedule in collaboration with your swim co-ordinator. The majority of your swim lesson timetable is planned in advance 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.</p> <p>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.</p>

You will be responsible for any Level 1 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

You will be required to teach a number of 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)

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 at all times 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

- 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.

- When on poolside teaching you must remain safe at all times:
 - 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 remain tidy at all times 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 swim teacher to keep up to date of any changes to swim 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 swimmers to ensure that they are in the appropriate class and are progressing.

You will assess participants on the Scottish Swimming skills/distance 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 Organization

The 'learn to swim' program is a significant part of Edinburgh's coaching program, 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	The majority of 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 remain alert at all times 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 situation 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

Factor	Essential	Desirable: fully competent
Qualifications and Attainments:	Scottish Swimming UKCC aquatic teaching: Level 2	<p>NPLQ (must be achieved in probationary period)</p> <p>You must attain: Adult & Child ASA and/or Early Years Additional support needs (ASN) Scottish Swimming License</p> <p>And as you develop you should deliver a number of the following:</p> <p>UKCC Level 1 Aquatic Coaching NPLQ Trainer assessor Masters Skills & Drills Power swim Diving Water polo synchro</p>
Knowledge and Experience:	Maintain regular CPD and attendance at staff training to ensure competence and compliance with NGB standards. You should gain a minimum of 12 CPD points per annum.	Act as a mentor to assistant teachers and volunteers
Additional Requirements (e.g. competencies):	<p>Communication: the ability to convey and receive messages, verbally, non-verbally and written, in a positive and effective way.</p> <p>Problem solving & decision making: The ability to identify, research, analyse and resolve problems and make informed and effective decisions to enable Edinburgh Leisure to deliver great customer service.</p> <p>Teamwork: This is about how individuals behave toward other people and how this can impact on the dynamics and success of each team that they are part of.</p>	

DISCLOSURE/PVG REQUIREMENTS

PVG

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

Signed

Date