

# **JOB DESCRIPTION**



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**POST TITLE:** Swimming Teacher

**SCALE:**

**SECTION:** Recreation

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**RESPONSIBLE TO:** Swimming Teacher Co-ordinator

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## **MAIN CONTACTS ASSOCIATED WITH PRINCIPAL DUTIES:**

Operational Manager, Assistant Manager, Customer Focus Managers, School Teachers and Head Teachers, General Public, Professional Bodies, Recreational Staff.

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## **JOB PURPOSE:**

To deliver a balanced swimming programme ensuring all abilities are taught to swim to the relevant standard and the right level of progression achieved.

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## **MAIN DUTIES AND RESPONSIBILITIES:**

1. To adhere to the brand values of the 'Pendle Way' at all times.
2. To provide an accurate timesheet of hours worked for verification by a Manager on a weekly basis.
3. To ensure a high standard of swimming tuition is delivered.
4. To implement chosen award schemes and carry out associated administrative work including lesson planning, ordering of swim awards and ensuring the class numbers and income targets are met.
5. To effectively communicate with parents, receptionists and other teachers regarding all aspects of swimming tuition.
6. To remain current and compliant by completing all CPD and staff training relevant to the role, as requested by Pendle Leisure Trust.
7. To demonstrate a high level of personal motivation and maintain an ability to adopt high levels of customer care and awareness.
8. To work at any other Pendle Leisure Trust establishment as required by management.
9. To undertake other such duties as are commensurate with the grading of the post.

## **SAFEGUARDING**

You are responsible for ensuring that the Safeguarding Policy, as documented in your staff handbook, is embedded in all that you do to ensure the safeguarding of our clients and customers.

Should you have any concerns regarding any safeguarding issue, please refer to the procedure in the handbook or raise the issue with your line manager or the Executive Manager Human Resources.

## **HEALTH AND SAFETY**

You have a personal responsibility to preserve and enhance health and safety, in particular you:-

- Are responsible for your own health and safety and must not do anything which is likely to cause injury or risk to yourself or others.
- Must observe safe working practices and encourage colleagues to do likewise, including using personal protective equipment provided.
- Co-operate with any reasonable instructions given by persons responsible for health and safety.
- Report all accidents, near misses, hazards, violent incidents immediately in line with the agreed procedures.
- Report all defects or damage to equipment/property immediately to their Manager.
- Undertake any necessary health and safety training which may be organised.

## **OTHER INFORMATION:**

1. In the event of any staffing deficiencies it must be appreciated that the postholder may be required to work at other recreation establishments, possibly on duties other than teaching, to ensure continuity of service.
2. The post could include some additional hours or overtime working from time to time.
3. Late evenings, early morning and weekend working might be involved occasionally.

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Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Chief Executive's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PENDLE LEISURE TRUST**

**PERSON SPECIFICATION**

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**POST TITLE: SWIMMING TEACHER**

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	<b>PERSONAL REQUIREMENTS OF POSTHOLDER</b>	<b>CATEGORY</b>
1.	Relevant teaching qualification by an approved body.  Tact and ability to deal with members of the public and other members of staff.  Ability to swim (tested at interview).  A general standard of education reflecting sound literacy and numerical abilities to enable accurate records to be kept and maintained.  National Pool Lifeguard qualification.	E  E  E  D
2.	Ability to work within tight deadlines.  Ability to work alone and on own initiative.  Ability to work as part of a team.	E  E  E
3.	High levels of punctuality and attendance at all times.	E

June 2021