

Date of Issue: 02/26	Ref: KORE0532
--------------------------------	-------------------------

PERSON SPECIFICATION

Job Title: Relief Swimming Instructor	Grade: £18.02 per hour (inclusive of holiday allowance)
Hours: As per advert	Site: As per advert

The Person Specification aims to provide a clear understanding of the person and the skills required to do the job. It should record the main attributes needed which should be drawn from the job description.

This document can be used in a flexible way, where some elements may not be appropriate. If so, put "not applicable" (N/A) in the appropriate box.

	Essential	Desirable	How identified (Amend as necessary)
1. <u>Physical Attributes</u> What does the job / person require eg appearance, manner, speech, general health, voice etc. What does the job require in terms of physical activities, such as lifting, carrying, operating machinery, etc.	Ability to maintain regular attendance and fulfil the requirements of the role. (reasonable adjustments will be considered where necessary, in line with the Equality Act 2010). In line with Health & Safety Guidelines – Regulation 179 – candidates must be physically fit, have good vision and hearing and be mentally alert and self-disciplined including undertaking regular periods of concentrated sensory attention.	N/A	References Job history Medical history Interview performance.
2. <u>Qualifications</u> What does the job / person require in terms of the level of formal qualifications required to carry out the job. Describe them by level and by subject matter and highlight any appropriate equivalents where necessary.	Current possession of one of the following: STA Level 2 Swimming Teacher Award or equivalent STA Level 2 Swimming Teacher Certificate or equivalent	National Rescue Award for Swimming Teachers and Coaches (NRASTC) National Pool Lifeguard Qualification (NPLQ) Recognised First Aid at Work	Application Form Possession of appropriate qualification to be verified at interview.

	Essential	Desirable	How identified (Amend as necessary)
3. <u>Previous Experience</u> What does the job /person require in terms of previous job experience eg what type, how much, what working environment.	Experience of providing swimming instruction to preschool/school age children . Experience of dealing with school teaching staff and / or parents Lesson planning and assessment. Assessing and grouping swimmers.		Application Form Interview Presentation Group Activity Tasks set Assessment Centre
4. <u>Training</u> What does the job / person require in terms of previous specific and/or specialist training to do the job.	Must be willing to attend appropriate training courses as required. Must successfully attain STA Level 2 certificate or equivalent within 6 months of joining. National Rescue Award for Swimming Teachers and Coaches (NRASTC) within 6 months of starting if not already holds.		Application Form Interview Presentation Group Activity Tasks set Assessment Centre Formal records/evidence requested.
5. <u>Special Knowledge</u> What does the job / person require in terms of special knowledge eg knowledge of employment legislation, health and safety, accounting law, financial planning regulations, languages, computer systems, local area etc.	A good knowledge and understanding of stroke and water skills techniques. Health and Safety responsibilities. Knowledge of the principles of effective teaching.		Application form Interview Presentation Group Activity Tasks set Assessment Centre
6. <u>Circumstances (personal)</u> What personal circumstances are required to do the job eg ability to work shifts, weekends, willingness and ability to travel, stay away from home, drive, car ownership.	Flexible approach to work and schedules.		Awareness of the job description. Interview Application Form
7. <u>Disposition</u> What type of person do they need to be to do the job eg steady, dependable, persevering, persistent, tenacious, able to get on well with others, work with others, team player, co-operating, able to influence, self-sufficient, accountable, a leader, able to motivate others, accuracy of work, attention to detail.	Must be able to work as part of a team Must be able to work unsupervised Must be capable communicating effectively on an individual or group basis to pupils, school staff and/or parents Must have the ability to remain calm and understanding when dealing with difficult situations.		Application form Interview Presentation Group Activity Tasks set Assessment Centre

	Essential	Desirable	How identified (Amend as necessary)
8. <u>Practical and Intellectual Skills</u> What practical and intellectual skills does the person need eg practically orientated, able to make decisions, understand information, understand complex reports, manual dexterity, mechanically minded.	Ability to supervise and instruct children safely in water based activity situations. Provide swimming instruction progress reports as required to school staff, parents or management Adaptive teaching to allow for pupils needs. An ability to demonstrate correct technique in the pool or on poolside. Team player and eager to help. Excellent communication skills.		Application form Interview Presentation Group Activity Tasks set Assessment Centre
9a. <u>Legal Requirements</u> Any limitations or requirements required by statute that candidates must comply with, eg special qualifications, minimum age range, genuine occupational qualifications as defined in legislation which apply to this post?	The post will require an Enhanced CRB Check Comply with all relevant policies and legislation.		Application form Interview References.

9.b

Job Title:	Grade:
Hours:	Site :

Disclosure and Barring Scheme (DBS)

Safeguarding of Vulnerable Groups

Information regarding the disclosure of criminal backgrounds where the post applied for is classed as Regulated Activity with regard to working or having contact with vulnerable groups, including children.

You will appreciate that, as a public service charged with responsibility for the welfare of children and vulnerable adults the Trust needs to be particularly careful about the character and background of its employed and voluntary personnel whose work will bring them into contact with children or vulnerable adults. The information below establishes whether the post for which you are applying for meets the criteria of 'Regulated Activity' as defined in the Disclosure and Barring Scheme. If it does the Trust is required to check that you have not been barred from working with children or vulnerable adults and **similarly any person who is barred from working with children and vulnerable adults will be committing a criminal offence if they work or volunteer, or try to work or volunteer with these groups.** This check will be completed by undertaking an Enhanced DBS application.

Disclosure and Barring Requirements:			
	Adults	Children	Neither
In line with the Employer's Safeguarding responsibilities, this position is providing a service to (please ✓ as appropriate):	☐ DBS check may be required, continue to the next section.	☒ DBS check may be required, continue to the next section.	☐ DBS check is not required – no further information required.

For Positions working with Children	Yes	No	Notes
Is the position (a) working in a Specified place?	☐	☒	If yes is answered for (a) and/or (b) then the Frequency or Intensive test (c) must also be met for the position to be subject to an Enhanced DBS Disclosure with a check against the Children's Barring list.
(b) working in an "Unsupervised Activity"?	☒	☐	
(c) if yes is answered for (a) and/or (b), is the Frequently or Intensive test met?	☒	☐	
For Positions working with Adults	Yes	No	Notes
Is this position working with an Adult providing:	☐	☒	If yes is answered to any of the services listed (on the left) an Enhanced DBS Disclosure with a check against the Adult's Barring list is required. Please note: There is no "frequency" test. If none of the services listed (on the left) are undertaken as part of the post no DBS Disclosure check is required.
– health care	☐	☒	
– personal care	☐	☒	
– social work	☐	☒	
– assistance with cash, bills and/or shopping	☐	☒	
– assistance in the conduct of a person's own affairs	☐	☒	
– conveying or	☐	☒	
– day to day supervision of a person carrying out any of the above activities	☐	☒	

If the post is deemed as Regulated Activity the successful candidate will be asked to complete a form which will enable the appropriate checks with the DBS to be undertaken.

Declaration of Convictions and Cautions

The Rehabilitation of Offenders Act 1974 (exceptions) Order 1975. The act does not allow those with access to children and vulnerable adults the right to withhold information regarding previous convictions, cautions or formal warnings for any offence (not just those involving vulnerable groups) which for the other purposes are 'spent' under the provisions of the Act.

Therefore, when completing the application form (page 5) you must declare all convictions or cautions or formal warnings in accordance with the act. **In signing the declaration on the application form you are also confirming that you are not barred from working with children and/or vulnerable adults.**

The fact that a person has a criminal record does not automatically render them unsuitable for work with the groups of people outlined, but certain criminal convictions may conflict with this area of work. It may be necessary for you to attend a meeting with a Senior Manager to discuss the details of any notified convictions. Following such a meeting a decision will be made to either confirm the offer of appointment or withdraw the offer of appointment.

All information provided by yourself and the DBS will be treated in strict confidence and in accordance with the DBS's Code of Practice and the Trust's Policy (these documents may be reviewed at the address given below). The information will be destroyed after a decision has been made regarding the recruitment process.

Thank you for your co-operation

Kore Sandwell, Tipton Sports Academy, Wednesbury Oak Road, Tipton, DY4 0BS

Kore is a trading name of Sandwell Leisure Trust, A Company Limited by Guarantee. Registration: England & Wales 5011501
Registered Office: Tipton Sports Academy, Wednesbury Oak Road, Tipton, West Midlands, DY4 OBS Registered Charity
(England & Wales - Registered Number 1102431)