

Job Description

Job Title		Centre	
Relief Swimming Instructor			
Grade		Working Hours	Location
£18.02 per hour (inclusive of holiday allowance)		See Advert	Various – See Advert
Responsible to	Contacts		Person responsible for: (May be presented in the form of an organisation chart) Attach separate sheet
Leisure Manager Duty Managers Activity Coordinator	Swimming Instructors, Swimming Development Officers, Teachers, pupils, customers, staff in other Centres/Units, Recreation staff		
Special Conditions			
Must hold and maintain Teaching Award – either/or Amateur Swimming Association Level 2 (Teacher) Unit 1 - 4 or Swimming Teacher Association (Full) Teaching Certificate.			

This job description is a guide to the work you will initially be required to undertake. It may be reviewed from time to time to meet changing circumstances.

Job summary
To provide swimming instruction to school pupils and customers. To deliver appropriate lesson plans, and complete appropriate supporting administration tasks. To assist the Swimming Development Officers in the marketing and administration of the swimming instruction programme.

Your responsibilities are: In addition to the responsibilities listed below, all employees must be flexible in their approach to undertake such other duties which are commensurate with the post holder's salary grade, to achieve the objectives of the post. It is the responsibility of each employee to carry out their duties in line with the Trust's policies on equality (please refer to the Policy Statement), harassment and racial equality, and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and should also identify and monitor training for themselves and any employees they are responsible for in line with these policies and the equality standard. All employees must carry out responsibilities with due regard to the health and safety regulations.
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Your duties are:	
1	To provide swimming instruction to customers of school swimming lessons, after school clubs, public swimming lessons, Learn to Swim campaigns and other appropriate swimming development sessions.
2	To maintain appropriate records of pupils' progress achievements of awards in all aspects of swimming instruction and records in support of the delivery of the National Curriculum for school swimming.
3	To provide cover for the absenteeism of other instructors as appropriate.
4	To liaise with customers in the handling of queries and assist in consultation on service delivery.
5	To assist the Swimming Development Officers in facilitating swimming development opportunities for people of all ages and abilities.
6	To liaise with all agencies and groups to establish meaningful partnerships between schools, clubs, local authority service areas, and/or consortia of Local Authorities.
7	To liaise with swimming clubs and relevant associations to establish clear pathways for swimmers within Sandwell.
8	To support swimming clubs in gaining governing body accreditations, eg Swim 21.
9.	To provide education and development opportunities for staff, teachers, coaches and volunteers within the Trust. This will involve preparation for and presentation of relevant information material.
10	To assist in the development of the sport of swimming within the Trust.
11	To maintain relevant qualifications and knowledge of swimming teaching issues by appropriate processes of staff training and Continual Professional Development.
12	To attend and participate in staff training initiatives as appropriate.
13	To assist with the promotion of availability of swimming facilities to schools and other educational establishments.
14	Assemble/dismantle equipment and prepare areas as required in the provision of lessons.
15	Respond to and comply with the Emergency Action Plan. Complete incident, accident and general reports, and assist in investigations as required
16	Operate at all times in accordance with Health and Safety Legislation, Trusts Safety Policies, Codes of Practices and Safe Working Instructions.
17	To comply with and actively promote the arrangements in place in support of the Trust's policy on smoking
18.	To operate in accordance with the Trust's Policies on Data Protection and Acceptable Use of Information Systems and any procedures relevant to the job role.