

Job Description



Post title: SCHOOL SWIMMING TEACHER

Responsible to: GENERAL/DEPUTY GENERAL MANAGER

Job Purpose:	
To provide safe, effective, and developmental swimming instruction to primary school children. The main aim is to enable children to reach the required National Curriculum standard in Key Stage 2 in swimming.	
Duties and responsibilities:	
1	To plan, instruct and review a School swimming and water safety programme using current method techniques that provides the participating schools with the best opportunity to achieve their National Curriculum requirements for school swimming.
2	To liaise with the Aquatic lead at the venue regarding all issues pertaining to the successful planning, implementation, testing, administration, certification, and record keeping of the swimming lesson programme.
3	By using the designated software for Tees Active school swimming provision (Swimphony), to keep up to date registers of attendance and administration details of certificates gained etc.
4	To be responsible for, and promote through the lesson programme, the good conduct and safe use by all children whilst they are on the pool surround and in the water. This will also include rules that may be indicated within the pool Normal Operating Procedures.
5	To be fully aware of the Emergency Action Plan For all venues that deliver the school swimming and water safety programme.
6	To be aware of children's medical, social, and psychological problems relating to swimming and to work with involved schools to integrate children with disabilities into the mainstream lesson programme wherever possible
7	To maintain and organise swimming lesson equipment prior to each session and to ensure that it is stored away safely at the end of each day.
8	To include and provide guidance and support to the school staff and / or Swim England Level Teachers and to oversee them whilst they are on poolside when delivering the lesson programme, ensuring that they are aware of what developmental skills and swimming strokes that they should be teaching their group towards.
9	To foster good relationships with the schools including undertaking any associated contact with the school as directed by the aquatic lead at the venue.
10	To ensure confidentiality is maintained at all times.
11	To attend all internal / external training and to undertake such personal training as maybe deemed necessary to meet the duties and responsibilities of the post.
Additional information:	
General requirements for all Tees Active Limited employees:	
1	To deal with customer/service enquiries in a professional and positive way. Ensuring that the service maintains a strong customer focus and remains committed to the principles of Customer Service Excellence.
3	To maintain any professional registration, licences, or qualifications, which are essential to the post held.
4	To take reasonable care of any items of equipment and uniform issued by the Company and report any faults or maintenance issues to the relevant manager.
5	To be aware of and adhere to all Tees Active Ltd financial, legal, HR and administrative policies and procedures including all NOPs/EAPs, MY TAL and the HR Handbook.

6	To take reasonable care of your own health and safety and co-operate with management so far as necessary to enable compliance with the Company's health and safety rules and legislative requirements.
7	To adhere to any professional and Company Codes of Conduct, as appropriate.
8	To comply with the Company's Appearance Code ensuring that uniforms and name badges are worn, as required.
9	To comply with the Company's Employee Guide to Information Security including relevant legislation, ensuring that confidentiality is maintained for all staffing, management, customer, and supplier information.
10	To carry out the duties of the post with full regard to the Company's Equal Opportunities and Racial Equality Policies in the terms of employment and service delivery. Ensuring that colleagues are treated in a fair and consistent manner and that the service maintains a strong commitment to the principles of the Equality Standard.
11	To be peripatetic between work areas and venues, as and when required.
12	The above tasks and responsibilities cannot fully encompass all that is required of the post-holder. It is expected that the post-holder will undertake such other duties and responsibilities commensurate with the salary band and nature of the post.
I accept this job description as an accurate record of the duties and responsibilities of this post.	
Signed:	Date:

**SCHOOL SWIMMING TEACHER
PERSON SPECIFICATION**

Note to applicant: when completing your application form, you should demonstrate the extent to which you meet the essential and desirable Criteria below.



In addition to the requirements outlined below, as ambassadors of Tees Active, you should also be able to demonstrate the following qualities:

• Enthusiasm	• Commitment to service excellence
• Excellent communication skills	• A genuine desire to work closely with our customers
• Professionalism	• Flexibility
• High personal standards	

Requirements	Essential	Desirable
EDUCATION & TRAINING		
Swim England Level 2 Teaching Certificate Swimming or STA Certificate in Teaching Swimming – Full or equivalent.	√	
Current First Aid qualification.		√
Current RLSS National Pool Lifeguarding qualification or equivalent.		√
EXPERIENCE, KNOWLEDGE & UNDERSTANDING		
Previous experience of teaching swimming over a wide age range and different abilities.	√	
Experience of giving guidance/support to others.	√	
Previous experience of working with Key stage 2 children.		√
Sound Knowledge of swimming skills and water safety.	√	
Demonstrate an interest in swimming (for example in participation, organisation or- administration).	√	
Experience of working with large groups.	√	
Experience within the leisure field.	√	
Experience of developing a swimming programme.		√
Knowledge of Swim England’s School Swimming and Water Safety Framework and National Curriculum requirement for School swimming National Curriculum.		√
SKILLS & ABILITIES		
Good inter-personal skills with the ability to enthuse and motivate others, especially children.	√	
Sound organisational skills.	√	
An appropriate level of literacy and effective communication skills.	√	
IT literate.	√	
MISCELLANEOUS		
Flexibility to work at other Tees Active pools that provide school swimming lesson delivery.	√	
Ability to work in hot, humid conditions.	√	
A willingness to undertake further training and professional development	√	
Able to carry out duties as per job description.	√	