

JOB DESCRIPTION

Job Title: Swimming Instructor

Reports To: Commercial Manager

Working Time: Weekly hours agreed at the end of each term for the following term plus any hours agreed for galas in evenings and weekends.

Purpose of Job: The delivery of safe and high-quality swimming lessons using the pool at St Hugh's.

Main Duties and Responsibilities

- To plan and deliver lessons ensuring adherence to the scheme of work and lesson plans as agreed by the Commercial Manager.
- Carry out all administrative tasks associated with your position, including lesson plans schemes of work and class registers
- Integration of the Swim England Learn to Swim programme reward schemes into your classes.
- Ensure safe provision of all equipment and ensure it is used correctly.
- Make sure safety standards are followed in all sessions and undertake risk assessments.
- Identify participants' abilities and encourage them to reach their full potential.
- Plan and deliver sessions appropriate to the level of swimmer.
- Provide explanations and demonstrate swimming techniques.
- Correct faults in swimming techniques and identify ways to improve performance.
- To be a positive role model, creating a positive and fun environment in which to motivate and encourage children and adults to participate in swimming.
- Set ground rules for each session.
- Evaluate sessions and give feedback.
- Regularly assess each participant's ability and progress and arrange for the award of the appropriate certificates.
- To attend meetings with the Commercial Manager, as required.

Skills Required:

- Must hold an ASA/UKCC Level 2 certificate in teaching aquatics (or equivalent level 2)
- Enthusiastic and positive attitude towards swimming
- Good communicator
- The ability to inspire confidence and motivate swimmers

- Perseverance and patience
- The ability to encourage people and put them at ease
- An understanding of how to differentiate in a teaching session
- Ideally the candidate will hold a valid National Reach Rescue Award / Pool Attendant Qualification or National Pool Lifeguard Qualification.
- Professional, punctual and well-organised person responsible for the implementation, development and organisation of swimming classes
- Flexibility to work weekdays, evenings and weekends

General Responsibilities

- Ensure the safety and well-being of children and young people at the School by adhering to and complying with the School's Safeguarding (including Child Protection) Policy and Procedures at all times, including participating in training
- Display correct staff identification at all times whilst on site
- Adhere, at all times, to Health and Safety legislation, and all departmental policies and procedures, to ensure their own safety and that of colleagues, pupils and visitors.

Date: June 2021

Review: June 2022