

## Job Description

<b>Job Title</b>	Swimming Instructor / Casual Swimming Instructor
<b>Grade</b>	Band E
<b>Reporting To</b>	Aquatics Team Leader
<b>JD Ref</b>	CS&CE0034G

### Purpose

Deliver swimming tuition, educational lessons and Swim Wirral lessons to the public and offer the highest quality service to users.

### Main Duties And Responsibilities

#### **Behavioural:**

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values in the role and organisation.

#### **Leisure Service duties & responsibilities:**

- Responsible for the control, use and safe upkeep of swimming aids and equipment used within the lesson.
- Work to and maintain customer service standards.
- Duty of care to swimmers including young children and vulnerable adults.

#### **Communication, Engagement and Training:**

- Work with groups of swimmers providing swimming instruction to both junior and adult members of the public via individual and class lessons.
- Supporting groups and individuals to achieve the aims required of the swim lesson programme, for example Swim England's National Plan for Teaching Swimming.
- Assess swimmers and issue awards to those who successfully achieve the required standard at each level.

#### **Data Manipulation, Analysis and Decision-Making:**

- Ensure information relating to lesson progress is up to date and accurate in line with deadlines for production of performance indicators.
- Perform administrative duties associated with the swimming programme including keeping of and maintaining up to date records, registers, medical records, certificates and badges maintaining both electronic and paper-based records.

### **Compliance:**

- Responsible for the health and safety of swimmers in accordance with the Emergency Action Plan and Normal Operating Procedures (EAP & NOP).
- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
- Abide by all policies and codes of practice as required by both Wirral Council and the relevant governing body e.g. Child Protection Policy.
- Awareness, understanding and application of Leisure Centre's Normal Operating Procedures (NOP's) and Emergency Action Plan (EAP).

### **Other:**

- Maintain continuing professional development, ensuring all qualifications are renewed and updated in accordance with the relevant governing body.
- Any other duties commensurate with the grade.

## **Role Specific Knowledge, Experience And Skills**

### **Qualifications**

- ASA / UKCC Level 2 Certificate Aquatic Teaching (or equivalent Level 2 aquatic teaching qualification)  
Or
- Working towards ASA / UKCC Level 2 Certificate Aquatic Teaching (or equivalent Level 2 aquatic teaching qualification) with a minimum Level 1 Certificate Aquatic Teaching (or equivalent Level 1 aquatic teaching qualification).
- Desirable - RLSS Rescue Test for Swim Teachers & Coaches (minimum recommendation).

### **Knowledge & Skills**

- Understanding of and an ability to deliver excellent customer service to both internal and external customers.
- Desirable – Knowledge of the Health and Safety at Work Act.
- Desirable – Experience with Swimming Aids / Equipment.
- Desirable – Knowledge of Governing Body syllabus.
- Desirable – Record Keeping associated with progress results.

### **Experience**

- Desirable - Previous teaching experience with all age groups, individuals, and class session.

## **Additional Information**

- Ability to travel across the Borough and work from various locations.
- On occasion, able to work outside traditional hours, of a weekend and evening as required, adopting a flexible working approach in response to business requirements.



### Health & Safety Considerations:

- Prolonged Repetitive Movements/Actions
- Working shifts
- Working with children
- Exposure to persons with challenging or aggressive behaviour

**Approved By: Rob Phythian – Leisure Operations Manager**

**Date Of Approval: 28/02/2024**



CUSTOMER  
FOCUSED



ACCOUNTABLE



PROFESSIONAL



AMBITIOUS