

Job Description



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

Directorate	Community Services
Service area	Ribblesdale Pool

Post details	
Job title	Part Time Swimming Teacher
Post number	M61
Vacancy reference	COMXXX
Scale	4
Contract	Permanent
Location of work	Ribblesdale Pool
Directly responsible to	Duty Officer
Directly responsible for	N/A
Hours	18.5 hours per week
JE reference	GLPC
Primary purpose and scope of the job	
To deliver the Swimming Instruction programmes for primary schools and the council organised learn to swim lessons for junior and adult members of the public. To contribute to the operational requirements of the pool and undertake the duties of a Lifeguard as necessary	
Working Relationships	
Members of the public Lifeguards Duty Officers	

Key Tasks and Responsibilities

- Prepare and continuously update lesson plans in line with the syllabus and skill requirements identified within the stages of Swim England and Learn to Swim Scheme and the School Swimming charter.
- Assist with the administrative organisation of lessons through monitoring of weekly attendance, recording of skill achievement and preparation of swimmer assessments at the end of each course/school term to support the learner through the pathway of development.
- Liaise with other qualified swimming teachers and school teachers in providing a supporting role to the organisation of each session of swimming instruction and provide specific guidance to those school teachers who contribute to the teaching of children during these lessons.
- Contribute to the preparation of risk assessments in respect of the delivery of swimming lessons in the main and teaching pools and ensure that the health and safety procedures identified in the Emergency Action Plan (EAP) and Normal Operating Procedures (NOP) are adhered to at all times.
- To implement the delivery of lessons in line with the organisational format as established by pool management and specifically the Duty Officer with responsibility for swimming lessons. Specific tasks will include:

Maintaining records of individual performances and production of recommendations for the next course in each case.

Teaching groups (general public/schools) and 1 to 1 as demand determines, including Parent and Child and Adult learn to swim programs.

Liaison with administrative/reception staff in providing information relevant to the attendance and progress of swimmers, and in supporting the re-enrolment process.

Co-ordinating the issuing of awards and certificates to swimmers who have successfully achieved the required standard level.

Providing information to support the review and evaluation of the swimming teaching and lesson organisation.

- Undertake all normal lifeguard duties at designated times when not involved in the delivery of swimming instruction.
- Provide support to all other members of staff in the general day to day operation and delivery of the pool services.
- To undertake swimming teacher and lifeguarding duties under conditions consistent with a swimming pool environment and working predominately under warm air temperatures and under difficult noise levels.
- Attend staff training sessions and swimming teachers' development sessions as required.
- To be responsible for ensuring the data quality of all information related to the duties of the post.

- To adhere to the Council's policies including equal opportunities and health and safety.
- Such other duties of a similar responsibility level as may be allocated to the post from time to time.

Review Arrangements

The details contained in this job description reflect the content of the job at the date it was prepared; however, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Prepared / Revised By	Colin Winterbottom
Role	Cultural & Leisure Services Manager
Date Revised	27th April 2026

Person Specification



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Note To Applicants

The points that are marked 'E' are the essential requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

The points that are marked 'D' are the desirable requirements that enhance a person's capacity to do the job.

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Vacancy reference	COMXXX
Scale	4
Directorate	Community Services
Service Area	Ribblesdale Pool

Criteria

Experience		
Teaching lessons to children and adults of all abilities ranging from new beginners to advanced levels	A/I	E
Delivery of the ASA National Teaching Plan or a similar Learn to Swim Programme	A/I	D
Delivery of lessons to Mums and Toddler client group	A/I	D
Delivery of swimming lessons for schools according to a specified school swimming policy	A/I	D
Teaching children/adults with a disability or with special needs	A/I	D

Education, Qualifications and Knowledge		
GCSE level with passes in Maths and English at grade C (equivalent to the new grade 4) or above	C	E
Current ASA or STA Level 2 Swimming Teacher qualification	C	E
National Pool Lifeguard qualification, including first aid element. If no current qualification, then a commitment to gain qualification within three months of start date	C	E

Other requirements		
Good time keeping and reliability.	A/I	E
Honest and trustworthy.	A/I	E
Able to work in a flexible environment and willing to contribute in all aspects of the pool operation as needed.	A/I	E
Anticipation of role requirements and can demonstrate working on own initiative.	A/I	E
Sets high standards of personal performance.	A/I	E

Methods of Assessment Key		
A Application Form	I Interview	C Certificate
T Test	P Presentation	AC Assessment Centre

Review Arrangements
The details contained in this person specification reflect the experience, skills, abilities, qualifications etc required of the jobholder. It is acknowledged that these may change over time. Consequently, the Council may revise this person specification from time to time and will consult with the post holder at the appropriate time.

Prepared / Revised By	Colin Winterbottom
Role	Cultural & Leisure Services Manager
Date Revised	27/04/2026