Working at Broadland District Council and South Norfolk Council

Job Role: Swim Teacher

Department: Leisure

Directorate: People and Communities

Purpose:

To provide a safe and effective swim program for all users.

To deliver a high-quality customer service to all users, ensuring you promote a positive image of the both the centre and the Councils.

Main duties and responsibilities:

- Organise, plan and evaluate a high-quality structured swim programme in line with the Swim England programme for teaching swimming, ensuring the programme demonstrates clear progression.
- Ensure lessons are fun and encourage future progression from swimming lessons to the local club as appropriate.
- Be responsible for the health, safety and welfare of those attending the swimming lessons by following operational and health and safety procedures.
- Maintain up to date progress reports for all swimmers and discussing progression.
- Set up and clear away equipment prior to and after lessons.
- Support associated swim school services by offering the option of private lessons to customers from the waiting list.
- Attend regular training to maintain skills and expertise and attain and maintain validation of competence.
- Provide operational support as and when needed to facilitate the smooth running of the centre for staff and those using the facilities. These duties could include general enquiries, setting up and down for activity bookings.
- Working within a team environment and having good communication skills.
- To ensure cover of the swim school sessions, to accommodate the Centre's 50 week and term time programmes.
- Over 86% of this role's time will be spent on external communication.

Role specific qualifications, experience, skills and abilities

Criteria	Essential or Desirable	
Education and Qualifications		
Level 2 Swim England certificate swim teacher qualification.	E	
National Rescue Award for Swimming Teachers and Coaches or RLSS National Pool Lifeguard Qualification (NPLQ), or willingness to undertake training programme leading to qualification within specified timeframe.	E	
Experience and Knowledge		
Previous experience of planning and delivering swimming lessons to groups of mixed ability.	E	
Awareness of health and safety requirements within the Leisure Industry.	E	
Awareness of Safeguarding practices and requirements.	E	
Skills, Abilities and Competencies		
An interest in leisure and the capability to inspire, motivate and encourage people through swimming.	E	
Basic IT Skills.	E	
Demonstrable time keeping and organisational skills.	E	
Good communication, tact, teamwork and customer service skills.	E	
One Team Values and Behaviours		
Passionate and flexible	E	
Trustworthy and respectful	E	
Customer focused	E	
Collaborative	E	
Big and bold thinker	E	
Entrepreneurial and commercial	E	

DATE: September 2025