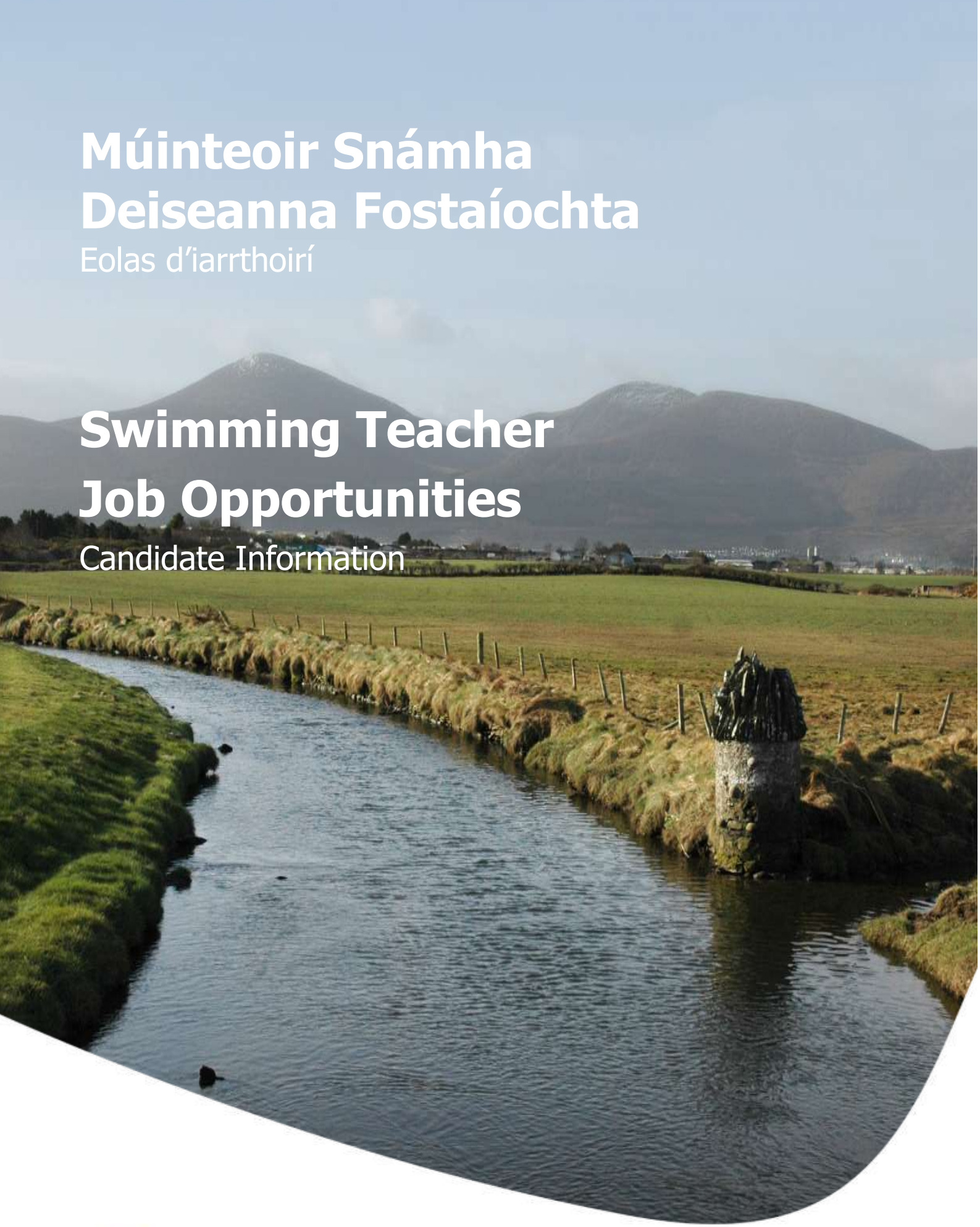
Múinteoir Snámha
Deiseanna Fostaíochta
Eolas d'iarrthoirí



Swimming Teacher
Job Opportunities
Candidate Information

Comhairle Ceantair
an Iúir, Mhúrn agus an Dúin
Newry, Mourne and Down
District Council

Ag freastal ar an Dún agus Ard Mhacha Theas
Serving Down and South Armagh

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About Newry, Mourne and Down Council

Newry, Mourne and Down District Council is one of the largest councils in Northern Ireland and has 41 elected members representing seven district electoral areas: Crotlieve, Downpatrick, Newry, Rowallane, Slieve Croob, Slieve Gullion and The Mournes.

We are responsible for providing services such as Household Waste Collection, Registration, Leisure, Environmental Health, Building Control, Economic Development and Tourism. We are also responsible for Planning and Community Planning – statutory functions transferred from central government to NI local authorities in 2015.

The Council works in partnership with local communities and organisations – including the public, voluntary, community and private sectors – to develop a vision for our local area, working collaboratively to improve services and quality of life for all our citizens.

Our mission as a Council is:

To support and advocate for a welcoming district which is progressive, healthy and sustainable, providing better economic, environmental and social outcomes for all.



About the Directorate

The Directorate of Active and Healthy Communities delivers a wide range of services that support the health, wellbeing and quality of life of our residents. These services include Indoor and Outdoor Leisure, Sports Development, Safeguarding, GIS, Community Engagement, Community Relations and Planning.

Our teams are passionate about making a positive impact and delivering excellent services that inspire healthier lifestyles, stronger communities and lasting social value. By working collaboratively with residents, partners and stakeholders, the Directorate helps create opportunities for people to connect, participate and thrive.

Joining the Active and Healthy Communities Directorate means becoming part of a forward-thinking, community-focused team that is dedicated to improving lives and shaping healthier, more active and resilient communities for the future.

About the Service

Indoor Leisure is a key element of the services delivered by the Active and Healthy Communities Directorate, providing high-quality leisure, sport and wellbeing opportunities for residents and visitors across the district. The service is responsible for the management, operation and development of six leisure and sports facilities, including Newry Leisure Centre, Kilkeel Leisure Centre, Down Leisure Centre, Ballymote Sports and Wellbeing Centre, Newcastle Centre and St Colman's Sports Complex.

The service delivers a diverse range of activities and programmes designed to encourage participation in sport, physical activity and healthy lifestyles for people of all ages and abilities. These facilities provide access to swimming pools, health and fitness facilities, sports halls, group exercise programmes, swimming lessons and a range of recreational activities that contribute to the health and wellbeing of local communities.

A strong focus of the service is the provision of safe, welcoming and inclusive environments where customers can enjoy leisure activities with confidence. Through highly trained staff, robust safety procedures and a commitment to excellent customer service, Indoor Leisure aims to deliver positive experiences while promoting health, wellbeing and community engagement. The service also supports Council priorities through the delivery of leisure initiatives, community programmes and opportunities that encourage active participation and lifelong involvement in physical activity.

The service operates across multiple sites and relies on dedicated teams working collaboratively to maintain facilities, safeguard customers, ensure regulatory compliance and deliver excellent standards of service to the public every day.

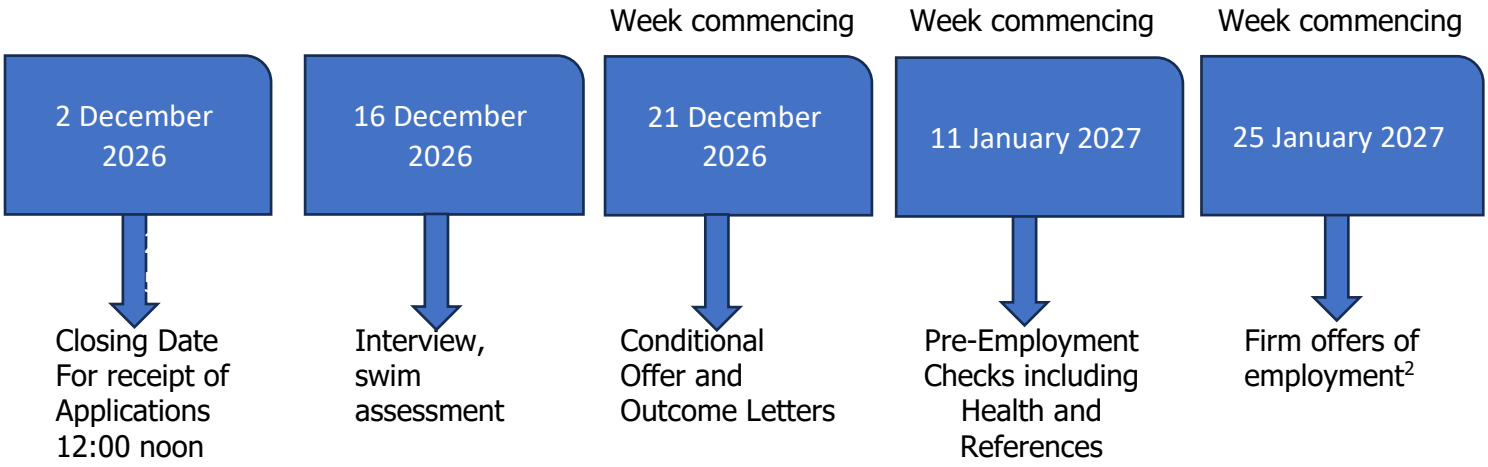
About the Role

We are seeking enthusiastic and flexible individual to join our existing team of Swimming Teachers.

The successful candidates will:

- Be responsible for developing and implementing a comprehensive and structured programme of swimming lessons.
- Promote physical well-being and improved health through swimming teaching activities.

Application and Selection Process



Application Process

1 Confirmation of the time for the interview and swim assessment will be notified to candidates via email following the closing date for receipt of applications on 2 December 2026.

Swim Assessment

a. Candidates who currently possess a valid NPLQ Qualification or equivalent

The swim assessment will consist of a series of physical swimming and rescue skills, such as a timed 50m swim, continuous 100m swims on the front and back, treading water, and a surface dive. It also involves an assessment of practical skills like spinal rescue, CPR and AED use, first aid and theory assessment. Lifeguards must also be able to demonstrate a physical exit from the pool.

Reserve Lists

A reserve list will be held for a period of 12 months. Whilst the Council are recruiting for a permanent Swimming Teacher, please note that a reserve list will be compiled for future permanent, temporary, full time, part time and casual posts for Swimming Teacher positions in Kilkeel Leisure Centre.

Roles

Post Title	Duration	Nos of Posts	Location[1]	Hours[2]
Swimming Teacher	Permanent	1	Kilkeel Leisure Centre	18.5 hours per week

[1] Kilkeel Leisure Centre is currently undergoing refurbishment and is closed for a temporary period whilst these works are undertaken. These posts may be temporarily based at an alternative location during the refurbishment — Down Leisure Centre. The permanent base will be Kilkeel Leisure Centre once the refurbishment is complete.

[2] The post holder must be prepared to work outside normal office hours, including evenings, weekends, and Public and extra Statutory Holidays for which the appropriate payment will be made or time in lieu granted if relevant.

Working Pattern

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
OFF	OFF	OFF	09.15 – 18.30	09.15 – 18.30	OFF	OFF

Hours of work are kept under review and may change in order to meet operational requirements, providing requisite notice.

Salary Scales

Swimming Teacher: Scale 5, NJC spinal point 14 - 19 £30,515 - £33,119 per annum based on a 36-hour week (pro rata to hours worked). It is Council policy to appoint at minimum salary scale point.

Terms and Conditions

Pay

Pay frequency is monthly by BACS (Bank Automated Clearing System) in arrears on the third last banking day of the month.

Flexi Scheme

These posts are not eligible to participate in the Flexi Scheme.

Notice

(i) Giving notice: you are required to give written notice to terminate your employment. Subject to (Probationary Period), the minimum period of notice you must give the Council to terminate your employment shall be 1 month.

(ii) Receiving notice: you are entitled to receive notice as follows:-

Period of continuous employment	Notice
1 month or more but less than 2 years	1 week
2 years or more but less than 12 years	1 week for each year of continuous employment
12 years or more	Not less than 12 weeks

(iii) The Council reserves the right to make a payment in lieu of notice.

(iv) The Council may, at its absolute discretion, require you not to attend your place of work for the duration of your notice period and may, at its discretion, relieve you of some or all of your contractual duties during that period.

(v) The Council reserves the right, in cases of gross misconduct, to dismiss you summarily; that is without notice and without payment in lieu of notice.

(vi) If without the agreement of the Council you leave the employment of the Council, without serving your full notice period (whether notice is given by the employer or employee), you will not be entitled to receive outstanding holiday pay in excess of the statutory minimum. In all circumstances, you will only be entitled to receive payment of your wages/salary in respect of hours that you work up until the date that your employment terminates.

Working With Newry, Mourne & Down District Council

The Council is committed to delivering high quality services and seek to employ talented and committed individuals who share its values. As an employer it provides:

- a progressive, supportive working environment
- a range of family friendly policies
- subsidised access to fitness and leisure facilities, including country parks within the council district,
- and competitive salaries, in addition to the below rewards and benefits:

Occupational Pension Scheme

The Local Government Pension Scheme (Northern Ireland) (LGPS (NI) is a career average, defined benefit scheme. Newry, Mourne and Down District Council will contribute 15.5% into the fund (and you will contribute between 5.5% and 10.5%, depending on your pensionable pay).

Personal Development

The Council supports a wide range of learning and development opportunities, including in-house, external, post-qualifying, professional, vocational and management development and is committed to continuous professional development

Health & Wellbeing

- Free access to council leisure & outdoor facilities.
- Staff discounts at selected outlets.
- Cycle to Work Scheme via salary sacrifice.
- Employee Health Benefit Plan, including:
    - Contribution towards everyday healthcare costs e.g., optical, dental etc.
    - Online tools and information to help proactively manage your health and wellbeing.
    - Access to the following services: ▪ GP anytime
    - 24/7 counselling and support helpline and face to face counselling.
    - Discounts on shopping, days out and much more.

Job Descriptions, Person Specifications and Competencies

Swimming Teacher

Job Description

Job Description Number	AHC-10-21 (82)
Grade/Salary	Scale 5
Reports to	Duty Manager
Base Location	Based in one of the following this post will work across the Council District of Newry, Mourne and Down District Council. ☐ Down Leisure Centre ☐ Kilkeel Leisure Centre ☐ Newry Leisure Centre ☐ Seasonal Facility
Car user	Casual
Access NI Check	Enhanced
Rehabilitation of Offenders	Regulated
Directorate / Section	Active and Health Communities /Leisure and Sport
Date of Job Description	October 2021

Main Purpose of Post/Job Summary

To be responsible for developing and implementing a comprehensive and structured programme of swimming lessons.

To promote physical well-being and improved health through swimming teaching activities.

Duties and Responsibilities

1. To develop, adapt and deliver suitable structured programmes of lessons for the public, schools and other groups as per the recognised national standards.

2. To develop work programmes with realistic targets for groups and to prepare pupils for examination to suit their levels of ability.

3. To comply with Safety in Swimming Pool Regulations and internal procedures including supervision, hygiene and safety procedures. When not performing teaching to provide cover and undertake lifeguarding duties.

4. To follow agreed accident procedure and administer first aid if required.

5. To undertake all associated administrative duties including class attendance, records of pupils' progress and examination documentation.

6. To ensure equipment is in a safe condition and any defects reported immediately. To reorder stock as required.

7. To organize and supervise swimming galas as required.

8. To maintain an up to date awareness of matters relating to swimming instruction.

9. To ensure that all swimming instruction complies with the services quality systems.

10. To ensure that Corporate policies and procedures are adhered to at all times.

Service Delivery and Performance
Be accountable to the Line Manager for all aspects of service delivery within the section; ensuring the provision and delivery of high quality and cost effective services.

Performance Improvement

11. Keep up-to-date with changes and amendments to relevant and allied legislation including areas of best practice relating to the postholders service area, reviewing practices, making recommendations to the Assistant Director of the service and implementing service improvements, as appropriate.

12. Participate in employee training and development activities to ensure that knowledge, skills and competence required to fulfil the role in full are up to date.

General

13. Carry out duties in compliance with the Health and Safety at Work Order 1978 (as amended); Acts of Parliament; Statutory Instruments and Regulations and other legal requirements; and all Council Policies and Procedures including Dignity at Work, Health and Safety, Attendance and all relevant Codes of Conduct.

14. Undertake the duties in such a way as to enhance and promote the positive reputation of Newry, Mourne and Down District Council.

15. Lead by example by behaving at all times in accordance with the Council's values and promote same within the organisation and externally.

16. Undertake all aspects of work respecting confidentiality and ensure that personal and/or sensitive information under the control or access of the postholder is used, stored and maintained in accordance with relevant data protection legislation.

17. Deputise for and represent the Line Manager of the Service as required.

18. Contribute to Corporate, Departmental and Regional working groups as required.

19. Where applicable act as Designated Safeguarding Officer in accordance with relevant legislation and Council Policy and Procedure.

20. Participate in the Council's Recruitment and Selection processes as a panel member, including assisting the panel with development of person specification, identifying selection methods and adhering to advice given regarding current employment legislation and codes of practice.

21. When required, assist in the execution of the Council's Emergency and Business Continuity Plans.

22. Promote diversity across the organisation and in the Department by adhering to the Council's Equal Opportunity policies and procedures and avoiding all forms of discrimination both as an employer and a service provider.

The list of duties / responsibilities must not be considered comprehensive nor exhaustive. They are simply a summary of the main duties / responsibilities that the post holder will be required to undertake. No Job Description can cover every issue that may arise within the post at various times and the post holder is expected to carry out other duties from time to time which are broadly consistent with those in this Job Description.

Person Specification

Job Title: Swimming Teacher

Employees/Applicants must be capable of undertaking the duties and responsibilities as set out in the Job Description and fulfil the requirements of this Person Specification; which will be assessed through the appointment process.

Employees/Applicants must be suitably qualified and experienced, be able to meet the criteria set out in this Person Specification and demonstrate they possess the key competencies for the position at a front line level.

FACTOR AND CRITERIA	Essential	Desirable	Method of Assessment
Education / Qualifications			
Current Level 2 ASA Swimming Instructor qualification or STA Swimming Certificate or equivalent qualification. Current RLSS National Pool Lifeguard Qualification, assessed at 2 metres (or more) **and includes spinal or rescue board or PXB assessment** or equivalent nationally recognised qualifications. Current recognised First Aid at Work Certificate (e.g. British Red Cross, St John's Ambulance, Order of Malta).	Yes Yes	 Yes	▪ Application form ▪ Certificates ▪ Practical Swimming / Lifeguarding Test
Experience			
6 months working experience in a customer facing role. Previous experience of teaching swimming to individuals and / or groups in a structured environment, which included developing and delivering lesson plans. Previous working experience as a Lifeguard.	Yes Yes	 Yes	▪ Application form ▪ Test ▪ Interview
Skills and Knowledge			
▪ Have a good knowledge of: a. Role of Swimming Teacher b. Role of Lifeguard c. Workplace Health & Safety	Yes		▪ Application form ▪ Test ▪ Interview

FACTOR AND CRITERIA	Essential	Desirable	Method of Assessment
d. First Aid. Ability to keep accurate records of training and competency.	Yes		• Application Form ▪ Test ▪ Interview
Other Requirements			
Attend on-going training to maintain National Pool Lifeguard Qualification.	Yes		▪ Application form

COMPETENCIES

Competence at front line level is essential for this post and will be assessed at the appropriate selection stage of the appointment process; using the Competency Framework for Local Government, which includes definitions of the competence groups and examples of positive indicators. All of the competencies are considered relevant to this post and may also be assessed during probation and throughout employment in this role.

Definitions have been provided and more information on the competency framework can be found at: **http://www.lgsc.org.uk/fs/doc/publications/competency-framework-for-local-government.pdf**

The defined competency level for this post is – FRONT LINE

Competence Group	Competence & high level definition	Essential	Assessment Method
1 How We Provide Leadership & Direction	**1.1 Setting Direction** Contributes to the development of a strategy and conveys a clear vision led by being innovative, ambitious and proactive'.	Yes	Selection Interview / Assessment
2 How We Manage Ourselves	**2.1 Managing Our Own Work** Plans, structures and prioritises own work to achieve optimum results.	Yes	Selection Interview / Assessment
	2.3 Communicating with Impact Presents a positive image by communicating effectively, being resilient and treating people fairly.	Yes	Selection Interview / Assessment
3 How We Work With Others	**3.2 Influencing Outcomes** Adapts style and approach to achieve effective outcome.	Yes	Selection Interview / Assessment
	3.3 Meeting Customer Needs Establishes the needs of customers and strives to ensure that these are met**.**	Yes	Selection Interview / Assessment
4 How We Move Forward	**4.3 Achieving Results** Takes personal responsibility for making things happen. Shows motivation and perseverance in overcoming obstacles and achieving results.	Yes	Selection Interview / Assessment

FURTHER INFORMATION

If you have any questions or require any further information, please contact a member of the Human Resources Team.

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