



Ipswich Borough Council Job Description: B46a

Swimming Instructor

Main Purpose of Job

As part of the Council's Swimming Development programmes, the post-holder is responsible for teaching adults and children with varying learning or physical abilities/needs to swim.

Main Duties

1. Undertake an assessment and analyse individual pupil's existing abilities; disabilities; health, physical and mental needs etc., to ascertain and agree an appropriate course of swimming lessons for the pupil(s).
2. Facilitate and teach pupils to swim according to their assessed needs and the swimming development programmes, via 1-2-1's; particular/specialist group; or general group swimming lessons so that the pupils can achieve agreed ASA certification levels/standards etc.
3. Adapt and create teaching methodology to suit individual pupil's needs. Analyse, monitor and judge advancement and development levels/skills through continuous assessment
4. Observe the safety of pupil(s) within the pool and other areas at all times; and if the need arises perform rescues from the water and/or apply first aid in any instance within the Pool premises.
5. Prior to each lesson, undertake Health & Safety checks of the pool and poolside areas includes, checking the pool water; lane ropes/barriers in place; lifeguards in position, pupil/teacher safety ratios are maintained and Normal Operating Procedures are in place/followed.
6. Undertake other swimming/teaching related functions, including, planning individual swimming development sessions, lesson advice/guidance to pupils, and build and maintain effective customer rapport to ensure and resolve any issues that arise in connection with the swimming course(s) at hand.
7. Create and maintain safe keeping of pupil data/records, registers and issue certificates in compliance with the DPA

Such variations as may be required from time to time without changing the general character of the duties shown above or the level of responsibility entailed.

PERSON SPECIFICATION

Swimming Instructor – B46a

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications	<p>Level 2 Practical/Theory Teachers Amateur Swimming Association (ASA)/ Institute of Swimming (IOS) qualification certificate.</p> <p>Royal Life Saving Society (RLSS) Rescue Test for Teachers & Coaches of Swimming Certificate, (or willing to work towards qualification).</p> <p>3 GCSE's including English and Maths or NVQ Level 2 demonstrating Literacy and Numeracy skills and 1 years' experience in a similar field.</p>	<p>Up to date First Aid at Work Certificate.</p> <p>National Pool Life-guard Qualification (NPLQ).</p> <p>IOS Membership.</p> <p>NVQ Level 3 in a Sport/Leisure related activity</p> <p>ASA Coaches, Syncro, Diving or Disability qualifications.</p>	Application Form/ Interview
Relevant experience	<p>Practical and theoretical knowledge of assessments; teaching and grades etc. in relation to adults and children with varying learning or physical abilities/needs learning to swim.</p> <p>Pool equipment required for lessons and the setting up of the equipment etc.</p> <p>Knowledge of NOP & EAP & Health and safety in the Leisure Industry</p>	<p>National Plan for Teaching Stages (NPTS).</p> <p>Facilities, packages and services offered by Sports/Leisure (Wet-side), including marketing & promotions.</p>	Application Form/Interview
Specialist knowledge	<p>Working in a Sport/Leisure or other customer services related environment</p> <p>Delivering excellent customer care and dealing with</p>	<p>Teaching experience with adults and children, as individual's and in groups, with varying learning or physical abilities to swim.</p>	Application Form/Interview

	<p>members of the public.</p> <p>Undertaking administrative (including IT, record keeping etc.) tasks/work.</p> <p>Experience of working in and as part of a team 12 months practical and teaching experience</p>		
Personal skills	<p>Able to undertake assessments and analyse individual's needs.</p> <p>Demonstrate empathy and deliver a customer focused and responsive approach to service delivery, through communicating effectively at all levels.</p> <p>Able to work collaboratively; along with building customer confidence and trust, so as to achieve shared objectives.</p> <p>Able to work under pressure in a very busy customer orientated and pressurised environment, by using own initiative</p> <p>Able to deal with people with respect and in a positive manner.</p> <p>Able and willing to learn new skills.</p>		Application Form/Interview
Special working conditions	<p>Physically fit and able to undertake teaching demonstrations and life-saving activities within the pool.</p> <p>Able to work in very humid and noisy environments.</p> <p>Able to undertake the requirements of the post during and outside normal working hours (including Bank Holidays).</p>		Application form/interview

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