

JOB DESCRIPTION

POST:	Swimming Teacher (Level 1)
JOB PURPOSE:	Assisting the Aquatics Coordinator in the implementation of our weekly Learn to Swim programme, and delivery and evaluation of swimming lessons following the Learn to Swim Wales programme
RESPONSIBLE TO:	Aquatics Coordinator
SALARY:	Grade 4 (SCP 17-21)
KEY RELATIONSHIPS:	Aquatics Coordinator, Swimming Teachers, Head Swimming Coach, General Manager, swim lesson participants (and their parent/guardian for children and young people), members of the public, and Newport Live Colleagues.
BASE LOCATION:	Regional Pool & Tennis Centre and Active Living Centre
MANAGEMENT RESPONSIBILITY:	Swimming lesson participants

I will be successful in my role when:

- All of my key operational responsibilities are consistently delivered to a high standard.
- I achieve all key performance indicators specific to my role.
- I role model the behavioural values of Newport Live through my performance.
- I work collaboratively across departments and service areas to deliver exceptional customer service to Newport Live's customers.
- Through my performance and passion, I inspire people to be happier and healthier

HOW MY PERFORMANCE IS MEASURED



DISCLOSURE AND BARRING:

This post may result in you having contact with children, the elderly, sick or disabled. Newport Live, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children's Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those this would normally be regarded as spent. You must complete the relevant section on the application form, applications will be returned if this section is incomplete. If successful in your application, you will subject to a Disclosure and barring check.

OPERATIONAL RESPONSIBILITIES:

- 1** Teach swimming lessons as part of our Integrated Swimming Programme, following the Learn to Swim Wales teaching framework
- 2** Prepare, implement, and evaluate schemes of work to ensure continual development of all participants
- 3** Maintain accurate records of all participants, including attendance, attainment, and progress
- 4** Ensure that all lessons plans and records of achievement are accurately recorded, maintained, and distributed as required
- 5** Promotion of swimming as a sport; helping provide links to all relevant aquatic clubs to all participants of the Learn to Swim programme (and their parent/guardian for children and young people)
- 6** Responsibility for the safe preparation of facilities and equipment as required by the Learn to Swim programme and checking the set-up of facilities and equipment undertaken by our Recreation Assistants
- 7** Ensure compliance with all relevant statutory legal requirements, and particularly the Health & Safety at Work Act (1974) and Child Protection Act
- 8** Willingness to assist in the organising and delivery of swimming galas and event
- 9** Undertaking appropriate training as and when required, as part of the Swimming Development Continual Development Programme
- 10** Delivery of excellent customer service to ensure a positive experience for all participants
- 11** Attendance at swimming teachers' forums and/or meetings as and when requested
- 12** To undertake any other duties as may be required in line with the role as requested by the Aquatics Coordinator, Head Swimming Coach or Head of Business Development

The person undertaking this role is expected to work within the policies, ethos and aims of Newport Live and to carry out such other duties as may reasonably be assigned.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this role may vary from time to time without changing the general character of the role or level of responsibility entailed.

The role holder will work to deliver agreed performance objectives; these will be reviewed on a regular and formal basis through Newport Live performance management processes.

PERSON SPECIFICATION -SWIMMING TEACHER (LEVEL 1)

Area	Essential	Beneficial
Qualifications	1.1 ASA/STA Level 1 Swim Teacher	1.2 STA/RLSS Lifesaving Teacher 1.3 Relevant Adult & Child teaching qualification
Knowledge, Skills & Competencies	2.1 Practical knowledge of the Learn to Swim Wales programme 2.2 Knowledge and understanding of Child Protection Policies in a swimming pool environment 2.3 Effective communication skills (verbal and written) with Colleagues and customers 2.4 Confident and assertive in approach whilst remaining committed to principles of providing a high level of customer service 2.5 Ability to work on own initiative	2.6 Knowledge of swimming guidelines/standards 2.7 Ability to communicate in Welsh
Experience	3.1 Practical experience of delivering swim lessons to children, young people and/or adults in a leisure environment 3.2 Organising, planning, and delivering structured swimming sessions whilst adapting to varying needs, abilities, and ages 3.3 Working with children, young people, and adults from varying backgrounds and specific needs requirements	3.4 Working with people with a disability in a sporting programme
Personal Attributes	4.1 Self-motivated with excellent timekeeping 4.2 Patience and understanding whilst working with all participants, including children, young people, adults, and groups with specific needs 4.3 High level of professionalism with commitment to continuous personal development	4.4 Willingness to undertake training as part of continuous professional development
Other	5.1 Ability to work flexible hours	