

DEARNE VALLEY LEISURE TRUST

J O B D E S C R I P T I O N

Job Title: Swimming Instructor

Workbase: Dearne Valley Leisure Centre

Responsible To: Manager

Responsible For: Providing supervision to all participants of the swimming lessons.

Job Purpose: To provide Supervision to all participants of the swimming lessons, in accordance with the Rules of Management/Byelaws.

Duties and Responsibilities:

- 1 Provide supervision to all participants of the swimming lessons, in accordance with the Rules of Management/Byelaws or any other relevant rules/regulations.
- 2 Ensure appropriate use of the Swimming Pool in accordance with the Normal Operating Procedure (NOP) and the Contract Specifications.
- 3 Provide instruction in accordance with all aspects of the Council's Superswimmer Scheme or any other relevant swimming scheme to all participants of the swimming lessons.
- 4 Carry out any relevant administrative duties in support of the programmes of swimming instruction.
- 5 Ensure the health and safety of all swimming lesson participants, responding to emergency situations in accordance with the Emergency Action Plans (EAP) and Contract Specification.
- 6 Administer first aid if qualified or administer emergency aid if not qualified as required.
- 7 Set up or dismantle equipment or apparatus efficiently and safely in accordance with Normal Operating Procedures.

- 8** Ensure compliance with the Council's Coaches' Code of Conduct and any other relevant rules/regulations.
- 9** The postholder's duties must be carried out in compliance with the Council's Equal Opportunities Policy, Information Security Policies, Financial Regulations and Standing Orders and with the Health and Safety at Work Act 1974 and subsequent health and safety legislation.
- 10** These duties and responsibilities should be regarded as neither exclusive nor exhaustive and the postholder may be required to undertake other reasonably determined duties and responsibilities within the Neighbourhood Services, commensurate with the grading of the post, without changing the general character of the pos

PERSON SPECIFICATION

Post Title: SWIMMING TEACHER

<u>ATTRIBUTES/REQUIREMENTS</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>HOW IDENTIFIED</u>
Education, Qualifications and vocational training	RLSS National Pool Lifeguard Award ASA Teachers' Certificate	First Aid Qualification	Application Form Certificates
Relevant Experience		Previous Experience of Teaching Swimming	Application Form Interview References
Knowledge and Skills	Customer Care Specific Technical Knowledge Inter Personal Skills	Knowledge of Superswimmer Scheme Operation Procedures (NOPs and EAPs) Coaches' Code of Conduct	Application Form Interview References
Personal Characteristics	Ability to communicate effectively Enthusiastic Loyal Reliable Ambitious	Ability to remain calm in trying circumstances Ability to use own initiative	Application Form Interview References
Physical Attributes	As Advised by Occupational Health. Physically fit /well groomed. Smart appearance.		Health Questionnaire Possible medical
Additional Factors	Able to work shifts, evenings and weekends.	Previous Unsocial Hours Working	Application Form Interview
Contra-Indicators			

