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| **Job Description** | |
| **Post title** | Swim Teacher |
| **JE Reference No** | A4666 |
| **Grade** | Grade 5 |
| **Service** | Regeneration, Economy and Growth |
| **Service Area** | Culture, Sport & Tourism – Culture and Sport Service Management |
| **Reporting to** | Duty Management and Leisure Centre and Service Management |
| **Location** | Your normal place of work will be designated leisure centre but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post issubject to an enhanced disclosure. |
| **Flexitime** | This post iseligible for flexitime. |
| **Politically restricted** | This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

To make a significant contribution to the development of the learn to swim programme and must be committed to continuous improvement.

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| **Duties and responsibilities** |

## Swimming Teaching Programme

* + Responsible for the delivery of quality swimming lessons to a wide variety of clients, in line with the ASA’s learn to swim pathway.
  + Willing to assist Aquatics Co-ordinators in the development of the learn to swim programme and must be committed to continuous improvement.
  + To provide support and guidance during various aquatic sessions as appropriate.

## Administration Duties

* To ensure that all lesson plans and registers are kept up to date by frequently liaising with the aquatics co-ordinator.
* To complete progress forms and provide feedback to customers as and when required.

### Programme Development

* To assist the aquatics co-ordinators in the development of the learn to swim programme and other areas of the aquatic programme as necessary.
* Commitment to undertake continuous professional development courses, seminars and training.

## Health and Safety

* To take care of their own health and safety and of others who may be affected by their acts or admissions at work.

### Additional Information

* Willingness to work towards and obtain the RLSS National Pool Lifeguard Qualification or National Rescue Award for Swimming Teachers and Coaches
* To ensure staff training is completed regularly in accordance with the service policies and procedures.
* The post holder is required to arrange their working hours to suit the needs of the service to provide teaching cover for learn to swim and schools swimming programmes, and to attend meetings as required.
* Any other duties commensurate with the post.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification | | |
|  | Essential | Desirable |
| Qualifications | * ASA Level 2 Teaching Aquatics Qualifications. * Willingness to work towards and obtain the RLSS National Pool Lifeguard Qualification or National Rescue Award for Swimming Teachers and Coaches. | * RLSS National Pool Lifeguard Qualification or National Rescue Award for Swimming Teachers and Coaches. * NVQ II in relevant area or academic qualification. * Other coaching qualifications. |
| Experience | * Experience of teaching swimming to a wide variety of clients. * Can demonstrate continuous professional development. | * Swimming as a competitor. * Actively involved in swimming either recreationally or competitively. |
| Skills & Knowledge | * Organisational skills. * Strong communication skills. * Ability to identify talent. * Technical aspects of swimming. * Lesson programming and forward planning. * The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post. | * Understanding of quality schemes, e.g., Aquamark, Quest. * Swimming as a sport and at a high level. |
| Personal Qualities | * Self-motivated. * Committed and enthusiastic. * Attention to detail. * Reliable and conscientious. * Flexible approach to working. * Travel is an essential requirement of the post. |  |