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| **Job Description** |
| **Post title** | Swimming Instructor |
| **JE Reference No** | J6211 |
| **Grade** | Grade 5 |
| **Service** | Children and Young Peoples Services |
| **Service Area** | Education & Skills – Professional Support & Development |
| **Reporting to** | The post holder will be accountable to Schools Swimming Aquatics Development Manager. |
| **Location** | Required to work at any council workplace within County Durham as directed by the Schools Swimming Aquatics Development Manager. |
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| **DBS** | This post is subject to an enhanced disclosure. |
| **Flexitime** | This post is not eligible 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 high standards within the School Swimming Development Programme and must be committed to making a substantial contribution to the high standards of the service and a commitment to professional continuous development.

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| **Duties and responsibilities** |

To provide safe, effective and developmental swimming instruction to primary school children. The main aim is to enable children to reach the required National Curriculum standard in Key Stage 2 in swimming.

**Swimming Teaching Programme**

* Responsible for the delivery of high quality swimming lessons to a wide variety of clients, in various Primary and Secondary school swimming pools across the county, as directed by the Schools Aquatics Development Manager, to meet the needs and demand of the service, in line with County Durham National Curriculum in Swimming targets.
* To teach swimming lessons in accordance with the timetable provided by Durham County Council.
* Willing to assist School Swimming Aquatics Development Manager in the implementation and delivery of the National Curriculum in swimming and other Swimming Programme initiatives
* Must be committed to continuous professional development.
* Provide appropriate support and guidance, using a wide variety of creative, innovative, fun and engaging teaching and learning methods
* Responsible for the creation of National Curriculum schemes of work and lesson plans at Key Stage 1 & 2
* Be responsible for the implementation of National Curriculum in Swimming key stage 1 & 2 schemes of work and lesson plans
* Have the ability to reflect and review a structured swimming lesson in order to develop good practice and inform planning.
* Responsible for the assessment, monitoring and evaluation of pupil progress at Key Sage 1 & 2
* Ensure all registers, monitoring and assessment records are maintained, current and up to date and report to the County Durham School Swimming Aquatics Development Manager and Specialist PE Inspector.
* To carry out all duties and responsibilities safely in accordance with accepted and agreed Health and Safety requirements and any written, agreed policies and procedures.
* Have the ability to forge strong, positive working relationships with staff and pupils
* To give guidance and support to the school staff and to oversee them whilst they are on poolside when delivering the lesson programme, ensuring that they are aware of what developmental skills and swimming strokes that they should be teaching their group towards.
* Attend County Durham School Swimming Teachers Training and Development Sessions as required
* To work alongside and team teach with School Swimming Teachers in school swimming pools, across the county, as and when required
* To be an enthusiastic and positive role model to engage pupils and create a fun learning environment which motivates and encourages progression and attainment.
* To be responsible for, and promote through the lesson programme, the good conduct and safe use by all children whilst they are on the pool surround and in the water. This will also include rules that may be indicated within the pool Normal Operating Procedures.
* To be aware of children’s medical, social and psychological problems relating to swimming and to work with involved schools to integrate children with disabilities into the mainstream lesson programme wherever possible.
* To maintain and organise swimming lesson equipment prior to each session and to ensure that it is stored away safely at the end of each day.

**Administration Duties**

* To ensure all lesson information and registers are kept current and up to date
* Ensure all School Swimming lessons pupil progress information is accurate and up to date

**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**

* + The post holder is required to arrange their working hours to suit the needs of the service to provide teaching cover for schools swimming programmes across County Durham, and to attend meetings and training 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 | * RLSS National Pool Lifeguard Qualification. Or Rescue Test for Swimming Teaching and Coaches Qualification
* Swim England Level 2 Teachers (Swimming).
 | * Other coaching qualifications.
* First Aid Qualification
* National Pool Plan Operators Certificate
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| Experience | * Experience of teaching swimming to a wide variety of clients.
* Can demonstrate continuous professional development.
 | * Swimming as a competitor.
* Experience of delivering Key Stage 1 and 2
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| Skills & Knowledge | * Organisational skills.
* Strong communication skills.
* Ability to differentiate in lessons
* Ability to work as part of a team
* Technical aspects of swimming.
* Lesson programming and forward planning.
* Ability to be a reflective practitioner
* Current knowledge of National Curriculum Swimming.
* Knowledge of Swimming Fundamentals and Core Aquatic Skills
 | * Swimming as a sport and at a high level
* Sound knowledge of swimming strokes practices and progressions
* Knowledge of Swimming Fundamentals
* Knowledge of Core Aquatic Skills
* Knowledge of Pool Plant Operations
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| Personal Qualities | * Self motivated.
* Committed and enthusiastic.
* Attention to detail
* Reliable and conscientious.
* Flexible approach to working.
* Access to a car or means of mobility support (if driving then must have a current valid driving licence and appropriate insurance)
 | * Full UK Driving licence
* Ability to travel throughout County Durham, as and when required.
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