



CLAYESMORE

Job Title	Swimming Teacher
Responsible to	Commercial Manager

Role Overview

To provide instruction in the specified activity which is enjoyable, safe, appropriate to the ages and abilities of the pupils and technically sound. To plan the sessions in advance and write up notes as may be appropriate or as required. To ensure lessons progress from week to week and session to session to maintain the interest of the class and promote learning.

Responsibilities and Duties

- To work as part of a team of swimming teachers providing lessons for groups and individuals as part of the centre's programme of swimming lessons
- To create a learning environment which is fun, safe, appropriate to the activity, technically sound and learner centred. The post holder will be directly responsible for the members of the class during the lesson period
- To plan a full session of activity that is appropriate to the level of ability, course syllabus and encourages learning
- To create a rapport with the class, using names where possible
- To take a register at the start of each lesson, write brief progress notes and assess each pupil, advising on the most appropriate class for the next set of lessons
- To complete all records and paperwork required by the centre on time and accurately
- To meet with other centre employees or the parents to discuss progress if required
- To keep up to date with best practice and teaching methods by attending on-going training or training by the professional body
- To abide by all safety regulations and procedures and ensure the safety of pupils in the session
- Where the post holder has committed to teach frequent or regular classes, such as for the school or Learn to Swim programme during term time, the post holder must find cover for any requested time off for it to be approved
- The work will be routine but varied, requiring the ability to respond to the immediate demands of customers and to make routine operational decisions, ensuring the smooth running of the centre
- A degree of creativity will be required in formulating challenging, enjoyable and progressive activities and responding to individual needs and personalities within the session time. Session content will be related to specific qualifications and draw on individual's own teaching experience with assessments and recommendations being made against set criteria

This is a generic job description for all swimming teachers who are employed to instruct group or individual lessons as part of the centres programme of swimming courses. Precise requirements will differ according to the particular session being conducted and the syllabus requirements. Instructor to pupil ratios are set as per NGB guidance.

Person Specification

Essential

- Embody the values of Clayesmore
- A formal qualification in swimming teaching, at least equivalent to the Amateur Swimming Association Teachers Award. Other specialised qualifications will be required for other water based activities such as diving or if taking classes of a specialised nature
- Good interpersonal skills and the ability to relate to children and adults in a friendly but authoritative way
- Excellent communication skills with people of all ages and abilities
- Demonstrates a high level of maturity
- Experience of planning progressive classes and predetermined syllabus work, adapting material and practices to the specific individual or group
- Experience of analysing and correcting faults to assist the pupils in gaining skills and increasing confidence, assessing pupils against predetermined criteria set by the centre or a national body
- The ability to swim and pass the National Rescue Award for Swimming Teachers and Coaches (NRA) which includes basic lifesaving skills
- Good levels of literacy to enable the post holder to make notes and complete recommendation slips
- Hold a first aid at work certificate or prepared to undertake training to gain the qualification

Desirable

- National Pool Lifeguard Qualification (NPLQ)

Additional Information

- This is a zero hours contract, additional hours may be offered if NPLQ is held.
- The Clayesmore Sports Centre is open 7 days per week from 6:00am to 9.30pm and the post holder will be required to be flexible depending on requirements.

Working Conditions

The post holder works in a well-maintained sports centre where there are facilities and procedures in place to minimise the risk to health and safety. The mix of activities undertaken requires computer use. The job will involve a degree of physical activity, walking, standing and assisting in the manual handling of equipment (for which guidance is provided); however a degree of physical fitness is essential. When working in the pool environment the conditions will be warm, humid and noisy and may be endured for prolonged periods.

Although at times, the post holder will be working with others, they are expected to take responsibility for the safety of the class and needs to be able to administer first aid when required.

All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed, or for any subsidiary company.

Date reviewed : August 2023
Reviewed by : Head of Compliance / Head of Human Resources

Clayesmore School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo safeguarding screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service.