



Job Title **Swim Teacher (Learn to Swim)**

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 as part of the centre's programme of Learn to Swim 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 programme 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, the post holder must find cover for any requested time off for it to be approved
- 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.

Person Specification

Essential

- Embody the values of Clayesmore, demonstrating loyalty to the school and its ethos
- 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)

Date reviewed : August 2024

Reviewed by : Commercial Manager / Head of HR and Compliance

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.