



Job Role: Swim Teacher

Job Family: Senior Technical Advisor

Broadland District Council and South Norfolk Council

Purpose

To provide a safe and effective swim program for all users.

To deliver a high quality customer service to all users, ensuring you promote a positive image of the both the centre and the Council.

Key accountabilities

- Organise, plan and evaluate a high quality structured swim programme using the Swim England National Plan for Teaching Swimming, ensuring the programme demonstrates clear progression.
- Ensure lessons are fun and encourage future progression from swimming lessons to the local club as appropriate.
- Be responsible for the health, safety and welfare of those attending the swimming lessons by following operational and health and safety procedures.
- Maintain up to date progress reports for all swimmers and discussing progression.
- Set up and clear away of equipment prior to and after lessons.
- Support associated Swim School services by offering the option of private lessons to customers from the waiting list.
- Provide operational support as and when needed to facilitate the smooth running of the centre for staff and those using the facilities. These duties could including; general enquiries, setting up and down for activity bookings.
- Attend regular training to maintain skills and expertise and attain and maintain validation of competence.

Generic skills, knowledge and experience

- Undertake **problem-solving** duties on complex technical activities.
- **Responsibility** - Work under broad direction, being responsible for own work and/or others in a supervisory role.
- **Technical advisory** duties involving significant resources.
- **Good Communications** skills including occasional presentation to stakeholders

such as corporate managers, Members, Committee/Panels or other key external bodies.

Role specific skills, knowledge and experience

- Level 2 Swim England certificate Swim Teacher qualification.
- National Rescue Award for Swimming Teachers and Coaches or RLSS National Pool Lifeguard Qualification (NPLQ), or willingness to undertake training programme leading to qualification within specified timeframe.
- An interest in leisure and the capability to inspire, motivate and encourage people through swimming.
- Basic IT skills.
- Demonstrable time keeping and organisational skills.
- Good communication, tact, teamwork and customer service skills.
- Awareness of health and safety requirements within the leisure industry.
- Awareness of safeguarding requirements.
- To ensure cover of the swim school sessions, to accommodate the Centre's 50 week and term time programmes.
- Over 86% of this role's time will be spend on external communication

Date: 1 September 2019