



Job Description	
Job Title	Swimming Teacher
Responsible to	Sports Centre Manager & Swim School Manager
Department	Cross College Commercial Operations
Purpose of job and primary objectives	<ul style="list-style-type: none"> ● To be a role model and create a positive and fun environment in which to motivate and encourage children to develop their swimming ability and enjoyment of the water. ● To deliver planned lessons in alignment with the ASA National Swim Plan and agreed schemes of work. ● Assess swimmers' abilities and give regular and accurate feedback and provide clear technical instruction. ● Work towards regular class promotions and badges, promoting individual improvement, measured through both formative and summative assessment approaches. ● To maintain up to date and accurate records of swimmer performance and development. ● Ensuring lessons are tailored appropriately to the level of swimmers and individual needs. ● Have full control over the class and the safe running of lessons in line with specific activity risk assessments, pool rules, and swimming teacher legislation, guidance and best practice.

	<ul style="list-style-type: none">● Organise and supervise assistants and helpers as appropriate.● Work alongside the Sports Centre Manager, other Swimming Teachers and Lifeguards to ensure that participants are able to swim in a safe environment.● Attend staff meetings and training sessions as and when necessary.● Ensure all Normal Operating Procedures (NOP) and Emergency Action Plans (EAP) are followed as required.● Report any matters of concern to the Sports Centre Manager, especially those regarding security, safeguarding and health and safety.● Work closely with the Sports Centre Manager to meet and exceed set targets and objectives and to achieve commercial success.
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What we are looking for:	
Key Traits:	<p>Essential:</p> <ul style="list-style-type: none"> ● Enthusiastic and energetic attitude. ● Strong technical swimming knowledge. ● Patience and persistence. ● A strong work ethic. ● Ability to differentiate each teaching session. ● Professional, punctual and well-presented. ● A passion and desire to drive the Swim School forward.
Key Qualifications:	<p>Essential:</p> <p><i>All Swimming Teachers must have achieved, as a minimum, one of the following qualifications:</i></p> <ul style="list-style-type: none"> ● ASA Level 2 Certificate in Swimming Teaching. ● STA Level 2 Certificate in Swimming Teaching. <p>Desirable:</p> <ul style="list-style-type: none"> ● A UK RQF Level 2 Award in Pool Lifeguarding.
Knowledge & experience required:	<p>Essential:</p> <ul style="list-style-type: none"> ● Previous experience as a Swimming Teacher. <p>Desirable:</p> <ul style="list-style-type: none"> ● Experience of working with young children in another environment such as a school.
Skills Required:	<p>Essential:</p> <ul style="list-style-type: none"> ● Excellent interpersonal and communication skills. ● Strong customer service skills. ● The ability to work on your own. ● The ability to remain calm in stressful situations. ● To be thorough and pay attention to detail. ● The ability to inspire confidence and motivate swimmers. ● The ability to maintain good records of swimmer performance and development (basic administration skills). <p>Desirable:</p> <ul style="list-style-type: none"> ● Good IT skills including Office and Google Suite. ● Good numerical and analytical skills.

Other general responsibilities:

Values and behaviours

- Uphold Clifton College's values
- Act as a role model for all Clifton employees
- Support the College in embedding our values and desired behaviours in order to promote a positive, respectful, compassionate, and inclusive culture and working environment

Equal Opportunities

- Maintain an up to date knowledge of Equality and Diversity legislation and the organisation's Equality and Diversity policies and procedures, in particular with regard to the recruitment and retention of staff.

Safeguarding

- Maintain an up to date knowledge of Safeguarding legislation, and the College's safeguarding policies and procedures, in particular with regard to the recruitment and retention of staff.

Health and Safety

- Ensure that an up to date knowledge of Health and Safety legislation as applicable to the role is maintained and that the College's Health and Safety policies and procedures are fully implemented and adhered to as applicable, particular with regard to the recruitment and retention of staff.

Professional Development

- Maintain and update your own knowledge and skills in line with legislation and the needs of the role.

Date: 26th June 2021

Prepared by: KB/AA/CW