

Newcastle-under-Lyme Borough Council

PERSON SPECIFICATION

Job Title: Swimming Teacher

Grade: Grade 5

Post Ref: Various

Date: April 2024

FACTOR	ESSENTIAL	HOW ASSESSED	DESIRABLE	HOW ASSESSED
(1) Relevant Experience	To have worked in a leisure facility / environment.	Interview/Application Form/References	Previous work experience in a pool environment Experience delivering swimming lessons. Capable of performing a customer services role.	Application Form/Interview/References
(2) Formal Academic Qualification			At least basic education standard.	Application Form/Certificate
(3) Vocational Qualifications and Training	RLSS NPLQ, NRASTC, Nationally Recognised Swimming Teacher Qualification at Level 2	Certificates	Defibrillator certificate. First Aid at Work	Certificate Certificate
(4) Specialist Knowledge				

FACTOR	ESSENTIAL	HOW ASSESSED	DESIRABLE	HOW ASSESSED
(5) Special Working Conditions	Required to work evenings and weekends. All employees are required to comply with the Authority's No Smoking Policy.	Interview		Interview

(6) Core Competencies	DEFINITION	HOW ASSESSED	LEVEL OF COMPETENCY
Planning and Organising	2. Accepts constructive feedback and makes adjustments accordingly. 3. Shows an awareness of how their actions affect others. 5. Adapts and works effectively in different situations in order to carry out a variety of tasks, whilst remaining calm and level headed under pressure.	Interview	1 1 1
Continuous improvement	7. Awareness of own shortfalls and takes charge of personal development to keep skills up-to-date whilst developing knowledge within a particular area through learning.	Interview	1
Job Knowledge	10. Is well informed and educated in performing to the level expected for the job.	Application Form/Interview	1

(6) Core Competencies	DEFINITION	HOW ASSESSED	LEVEL OF COMPETENCY
Communication	12. Communicates information clearly, accurately, positively and in a timely manner.	Interview	1
Customer Service and Support	17. Provides excellent service to external/internal customers by focusing on understanding and meeting customer needs. 19. Treats diverse range of customers with respect and understanding. 20. Responds to requests in a timely and courteous manner and always strives to represent a positive image of the Authority.	Interview	1
Leadership/ Management	35. Is aware of risk and uses this knowledge when making decisions.	Interview	1
Change Management	44. Demonstrates a continuous positive attitude whilst embracing change initiatives.	Interview	1
Managing Performance	49. Treats mistakes and problems as an opportunity for learning.	Interview	1

(6) Core Competencies	DEFINITION	HOW ASSESSED	LEVEL OF COMPETENCY
Treating People Fairly	53. Has the ability to demonstrate through behaviour and language, commitment to the council's Equal Opportunities Policy, both within the workplace and in service provision.	Interview	2
Health & Safety	54. Demonstrates basic understanding of Health and Safety responsibilities within the workplace.	Interview	1