

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

JOB DESCRIPTION

Job Title: Swimming Teacher		Grade:
Directorate: Operational Services		Service: Leisure and Cultural Services
Post No:	JE Ref:	Date of Issue:
Responsible to: Aquatics Officer		

Main Purpose of Job:

- To deliver swimming lessons in line with the Learn to Swim Framework
- To help and teach swimmers of all abilities to develop their swimming skills, technique and confidence in the water.

Main Tasks/Duties/Responsibilities

1. Ensures swimming **lessons meet the governing bodies' performance standards, legislative requirements and 'best practice' guidance**
2. Looks after the welfare of all pupils through observation and appropriate teaching practices in line with current safe practices recommended by the governing bodies, and provides an appropriate mentoring referral service.
3. Take appropriate action to effect a rescue if a customer gets into difficulty.
4. To plan and deliver sessions appropriate to the swimmers ability ensuring all equipment is safe and appropriately used.
5. To provide explanations of swimming techniques and correct faults in swimming techniques identifying ways to improve performance.
6. Regularly assess the swimmers ability to progress through the swimming stages and maintain records that records their achievement
7. To attend staff training and staff meetings to assist in the development of the learn to swim programme. To organise and supervise assistants and helps as directed by the Aquatics Manager

8. To take all reasonable steps to ensure compliance with the Council's Health and Safety Policy monitor and develop monitor and review risk assessments for RLSS training and lifeguarding duties.

General

1. To be aware of and comply with current Health and Safety Regulations and the Borough Council's Health and Safety policy and procedures as they relate to the duties and responsibilities of the post. In particular:

To be familiar with, and adhere to, the Safety Policy.

To take all reasonable steps to ensure compliance with the Health and Safety policy of the building.

2. To be proactive in personal and professional development, updating knowledge and skills by appropriate means as agreed annually through the Council's Performance Appraisal Scheme.
3. To be aware of and carry out your responsibilities under the council's Policy and Guidance relating to Safeguarding Children and Vulnerable Adults.
4. To maintain awareness of risks and incorporate these into the formal risk management process and also to control the risks inherent in your job and other aquatics areas and report any risk concerns to your manager.
5. To produce any performance information required in a reliable, timely and accurate way, in accordance with the Council's Data Quality Policy.
6. To be aware of and adhere to the Council's Equal Opportunities Policy.
7. To undertake any other duties as may be reasonably allocated to the post holder commensurate with the grading and responsibilities of the post. (Where necessary, reasonable adjustments will be made in accordance with the Disability Discrimination Act).
8. To be familiar with the obligations and requirements of the council's information security and data protection policies and procedures as they apply to the post, ensuring that confidential and sensitive data used by the post holder is held securely and personal data is obtained, processed and disclosed only in accordance with the principles and requirements of the Data Protection Acts.

This job description is not exhaustive providing an indication only of the scope and length of the main duties and responsibilities to be undertaken by the post holder and may be subject to amendment or alteration. It may be changed from time to time to meet changing circumstances and does not form part of your contract of employment.

Disclosure of Criminal Convictions

Due to the nature of the duties associated with this post, it is considered to be covered by the Rehabilitation of Offenders Exemptions Order 1975 (as amended) and is a Regulated Position as defined by the Criminal Justices and Courts Services Act 2000.

If you are offered appointment to this post, you will be required to obtain an Enhanced Disclosure from the Disclosure and Barring Service. This will include details of cautions, reprimands or final warnings, as well as convictions.