

## **JOB DESCRIPTION**

<b>Job Title:</b>	Swimming Teacher – Level 2
<b>Grade:</b>	Grade 3 SCP 15 – 19
<b>Responsible to:</b>	Day to Day – Duty Manager at Site Professional Matters – Lead Teacher and the Aquatics Manager
<b>Location:</b>	Various sites throughout the city
<b>Responsible for:</b>	Assistant Swimming Teachers, Volunteer Swimming Staff and Work Experience Staff
<b>Hours of Duty:</b>	Varies according to service needs

### **Purpose and Objectives of Post:**

To provide a high quality service in accordance to the Go Swim swimming programme.

### **Main Duties and Responsibilities:**

1. To provide a consistently high standard of teaching within the framework of the Go Swim
2. To follow the set programme of schemes of work and lesson plans, make any amendments as necessary and note them on evaluation documentation
3. To monitor the achievement of individual pupils; assess them according to the Go Swim Swimming programme, and provide any feedback as necessary regarding their achievements, providing evidence of progression through the scheme
4. To deal with enquiries from parents / guardians / or others regarding children on the programme in your classes
5. To promote the delivery of assessment of awards and badges and promotional events where necessary
6. To work with the Lead Swimming Teacher regarding poolside assessments and any feedback provided in order to develop your own individual skills and also to link into the development of assisting staff and the development of their aquatic skills
7. To carry out any administration tasks as needed by the Go Swim Swimming programme
8. To be fully conversant with the policies and practices detailed in the Go Swim Teaching Manual
9. To demonstrate sound communication skills and apply them to differing situations within the swim programme.
10. To demonstrate a variety of motivation and discipline tactics that can be utilised within the swimming teaching situation

11. To attend any relevant Continual Professional Development training as indicated by the Aquatics Manager
12. To attend and contribute to any centre based forums when requested to do so
13. To attend and contribute to any swim scheme forums when requested to do so to ensure the smooth running of the scheme
14. To assist in the development of volunteers or work placement candidates linked to the Go Swim Programme. To mentor Assistant Teachers within the scheme under the guidance of the Aquatics Manager
15. To work as part of a team within a centre and also across the city through Swimming Development, where necessary undertaking any other duties as deemed necessary associated with the scheme
16. To comply with Health and Safety policies and practices of Salford Community Leisure and attend any staff training as necessary
17. To administer first aid where necessary
18. To abide by Salford Community Leisure's Staff Code of Conduct and Child Protection Policy;
19. To play a key role in developing and maintaining high standards of customer service
20. To ensure that the service is promoted efficiently, effectively and in keeping with the corporate image of the department
21. To ensure high levels of professional conduct at all times with particular reference to punctuality, dress and presentation and to wear the uniform provided whilst on duty

### **Corporate Responsibilities**

1. To ensure high levels of professional conduct at all times, with particular reference to punctuality, dress, presentation and administration.
2. To ensure that customer care is the major priority for service provision.
3. To ensure the service is promoted efficiently, effectively and in keeping with the corporate image of Salford Community Leisure.
4. Considerable importance is attached to the public relations aspect of all work undertaken by Salford Community Leisure staff. It is expected, therefore, that the post holder will at all times project to the public the image of Salford Community Leisure as being keen to assist wherever possible, and positively promote the work that SCL does across its various services
5. SCL expects all its employees to have a full commitment to the SCL's Equal Opportunities Policy and acceptance of a personal responsibility for its practical application. All employees are required to comply with and promote the policy and to ensure that discrimination is eliminated in the service of SCL.
6. To ensure all information received and disseminated, whether verbal or written, concerning all employees, prospective employees or clients, is treated in the strictest confidence, and that all such information held is regulated and controlled in a similar manner
7. To act at all times with due regard to Salford Community Leisure's Health and Safety Policies and related Codes of Practice

## **Review Arrangements**

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, SCL will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

**Date, Job, & Description Prepared/Revised:** October 2013

**Prepared by:** Marie Leather Sport & Leisure Manager - Aquatics

**Agreed by Post holder:**