



# Job Description

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St. Helens Council

<b>Post:</b>	Swimming Instructor
<b>Post Number:</b>	
<b>Department:</b>	Place Services
<b>Grade:</b>	Scp 18-21
<b>Responsible to:</b>	Duty Manager/Sports Centre Manager
<b>Purpose of the Post:</b>	Providing swimming tuition and aquatic based activities to the appropriate standard and to promote service products and services.

## **Duties and Responsibilities:**

1. To report for duty prior to commencement of the tuition programme and complete site attendee record.
2. To deliver swimming lessons and activities as programmed in accordance with National Governing Body Guidelines.
3. To hold and maintain an appropriate National Governing Body Qualification to teach swimming.
4. To complete routine administration via On Course and other relevant IT systems and assessment work in connection with delivery of the Aquatic Swimming Programme.
5. To ensure that all Swimskool participants have paid the appropriate fees and are entitled to receive tuition.
6. To ensure on the Public Swimming Tuition Programme that; the lesson is planned, performance evaluated and a feedback form completed for each swimmer.
7. To ensure on the Education Tuition Programme that Attending Instructors are communicated with in relation to the allocation of group work.
8. To communicate directly with the guardians of young people and schools or their representative any concerns and be prepared to meet and discuss any areas of concern at an appropriate time.
9. To maintain full working knowledge of the ASA National Plan for Teaching Swimming and Award Scheme.



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10. To ensure appropriate preparation of equipment to enable delivery of the teaching programme at the appropriate time.
11. To ensure that tuition starts and finishes at the appropriate time.
12. To ensure equipment is placed away tidily at the end of each teaching period.
13. To report any damage to equipment immediately to a Duty Manager or at the end of the session.
14. To hold an appropriate rescue award qualification, which must be current.
15. To attend appropriate Departmental training and CPD training update courses, as directed by Leisure Services management.
16. To take appropriate action in the event of an accident or incident and record all details in accordance with the training provided.
17. To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.
18. To comply with the Council's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
19. To comply with the Council's Data Protection Policy and Code of Practice within the service area of the post.
20. To comply with the Council's Code of Conduct a fundamental aspect of which are "the Seven Principles of Public Life", and to conduct oneself with the highest standards of conduct that they require.

**This post is subject to Disclosure.**

**This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989 (as amended).**

**The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the post holder/s at the appropriate time.**

**Date Prepared: Nov 2014**

**Date Updated: March 2015**

**Date Updated: November 2017**



Date Updated: June 2018

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