Job Title: ASA Level 1 Swimming Teacher

Vacancy Ref: N2575

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<th>Department/College:</th>
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<td>Present Grade:</td>
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Directly responsible to: Duty Manager / Centre Manager

Supervisory responsibility for: N/A

Other contacts

**Internal:** Sports Centre Level 2 Swimming Teachers, Sports Centre Manager, Shift Leaders, Colleagues at the Sports Centre, Students, Staff, Members

**External:** External Members, Professional Training Providers, Other Visitors to the University

**Major Duties:**

1. Support level 2 swimming teachers in delivering sessions according to the programme timetable, ensuring classes commence and finish at the designated times.

2. Ensure the efficient and effective operation of lessons, including safe use of equipment.

3. Assist with school swimming lessons when necessary.

4. To have a clear understanding and comply with the swimming programme’s health and safety guidelines, operating procedures, safeguarding guidelines, Equality and Diversity Policy and ensure the rules and regulations of the pool reflect the importance of a safe service and environment.

5. Comply with the Swim England Code of Ethics and Code of Conduct at all times.

6. To assist with administration work associated to the position, such as lesson plans and schemes of work, class registers, achievement records and transfers.

7. To assist preparing equipment prior to the start of lessons. Ensure equipment is kept in a safe manner during lessons and put away tidily at the end of lessons. Equipment must be used correctly and operate in accordance with health and safety guidelines and risk assessments.

8. To support the Sports Centres participation in any local, regional or national swimming campaigns.

9. Establish and maintain excellent relationships with customers and potential customers escalating complaints where appropriate.

10. To adhere to the Sports Centres aims, objectives and values; contribute to the centres commitment to deliver consistent excellent customer service and provide a professional and a cheerful presence at all times.

11. To maintain vigilant supervision of pupils during the lesson to ensure their safety and welfare. Maintain class registers, head count at the end of the lesson before returning to parents or carers.

12. To maintain appropriate swimming teaching and lifesaving qualifications, and undertake appropriate training as required for the position. Attend meetings and in-service training sessions to ensure knowledge and skills are kept up to date.
13. Respect confidentiality and ensure all personal data is managed effectively and in accordance with data protection policies.

14. To proactively and accurately report any accident or near miss or any other concerns to the Duty Manager.

15. To undertake any other duties, not specified above as seen appropriate by the Duty Manager.

**Further information**

**Qualifications:** It is a condition of employment that swimming teachers possess a current Swim England Level 1 teacher’s qualification.

Staff appointed without a NPLQ or NRASTC, first aid qualification and UK Coaching Safeguarding qualification or equivalent must attend and pass a course as soon as possible.

The Sports Centre reserves the right to update the job description from time to time, to reflect the changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made.