**Job Title:** ASA Level 2 Swimming Teacher  
**Present Grade:** 5S

<table>
<thead>
<tr>
<th>Department/College:</th>
<th>Sports Centre</th>
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<tbody>
<tr>
<td><strong>Directly responsible to:</strong></td>
<td>Duty Manager / Centre Manager</td>
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<tr>
<td><strong>Supervisory responsibility for:</strong></td>
<td>N/A</td>
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**Other contacts**

**Internal:** 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:**

- To effectively plan, organise and deliver a wide range of swimming lessons for both children and adults.
- To prepare lesson plans and a comprehensive scheme of work for specific lessons that meet the requirements of the Swim England Learn to Swim Framework, National Curriculum and RLSS UK guidelines. Evaluate lessons during the term to ensure participants are working to their potential.
- Support primary school teachers to deliver school swimming lessons by providing clear and precise lesson plans to follow.
- Adapt and innovate teaching approaches to the age experience and ability of pupils, so they can meet session objectives.
- 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.
- Comply with the Swim England Code of Ethics and Code of Conduct at all times.
- To work with other members of the Sports Centre team to carry out administration work effectively and thoroughly associated to the position such as lesson plans and schemes of work, class registers, achievement records and transfers.
- Ensure equipment is prepared prior to the start of lessons, 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.
- To track records of achievement for participants and test on the appropriate Swim England, National Curriculum and RLSS awards.
- Oversee the work of the level one teachers, evaluate and provide constructive feedback.
- Communicate effectively and give relevant feedback to parents and carers updating them on progress and development of pupils.
- To resolve issues or customer complaints that arise during lessons in a professional timely and appropriate manner. To notify the Duty Manager of actions taken or refer the issue to the Duty Manager to take further action.
- To support the Sports Centres participation in any local, regional or national swimming campaigns.
- 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.
- 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.
- 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.
- Contribute to the programme development and standardisation of delivery through knowledge of customer needs, current trends in leisure and national governing body guidelines.
- Respect confidentiality and ensure all personal data is managed effectively and in accordance with data protection policies.
- To proactively and accurately report any accident or near miss or any other concerns to the Duty Manager.
- 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 teachers possess a current Swim England (ASA) Level 2 teacher’s qualification or STA. Staff appointed without a NPLQ or NRASTC, first aid qualification and UK Coaching Safeguarding qualification or equivalent must attend 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.