**Job Description**

**Job title: Academy Swimming Instructor**

**Salary: Fixed SCP dependent on qualification**

Reporting to: Duty Manager / Supervisor

Overview

To provide swimming instruction in stages as per STA teaching plan for swimming.

## Summary of Main Responsibilities

1. To deliver a range of swimming lessons to all ability groups in line with the company’s swimming development plan
2. To instruct children in swimming who attend the facility as part of the schools swimming programme.
3. To give information and feedback to parents when required on the child’s / adults swimming lesson performance
4. To carry out administrative tasks linked the learn to swim programme
5. To records information and maintain records on attendance, performance, and progress of swimmers
6. If NPLQ qualified, to assist in the supervision of all swimmers visiting the Facility.
7. To ensure that all equipment is properly used and put away neatly following its use.
8. To promote good public relations by effectively dealing with customer queries and complaints.
9. To demonstrate a positive public image by maintaining a high standard of personal appearance.
10. To assist in the promotion and marketing of the Swimming Plan as required.
11. To undertake appropriate training to continually update skills and knowledge as appropriate
12. To undertake regular staff training as required.
13. To administer first aid as required and complete relevant documentation and undertake first aid training as required (where appropriate)
14. To carry out any administrative duties relating to the post as required by the management.
15. Understanding safeguarding relevant to role.

**General**

1. To undertake such other duties which may be reasonably expected of the post-holder, commensurate with the salary grade of the post and which are within his/her capabilities.
2. To maintain and wear uniform in a smart manner

This post requires an enhanced DBS check.

**Person Specification**

**Swimming Instructor**

**Work Experience**

|  |  |  |
| --- | --- | --- |
|  | **Essential/Desirable** | **Evaluation Method** |
| Experience of dealing with customers face to face and over the telephone | Essential | Application Form /Interview |
| Experience of administration duties | Essential | Application Form /Interview |
| Awareness of Health & Safety at work | Essential | Application Form /Interview |
| Experience of swimming instruction | Desirable | Application Form /Interview |
| Work experience in the leisure industry | Desirable | Application Form /Interview |

**Skills/Abilities**

|  |  |  |
| --- | --- | --- |
|  | **Essential/Desirable** | **Evaluation Method** |
| Ability to organise and delegate duties to others, but also to work as part of a team and support other team members | Essential | Application form/Interview |
| Excellent communication skills demonstrating a friendly approach and confidence when dealing with customers and colleagues | Essential | Application form/Interview |
| Excellent interpersonal skills, demonstrating and ability to be diplomatic, tactful and firm in dealing with members of the public. | Essential | Application form/Interview |
| Ability to work under pressure and to maintain a professional image | Essential | Application form/Interview |
| Knowledge of manual handling procedures | Desirable | Application form/Interview |
| Knowledge of COSHH requirements | Desirable | Application form/Interview |
| Experience of administration record keeping | Desirable | Application form/Interview |

**Education and Training**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | **Essential/Desirable** | | **Evaluation Method** |
| Good literacy and numeracy skills, which demonstrates an ability to undertake further training | | Essential | | Application form/Interview |
| NPLQ Qualification | | Desirable | | Application form |
| STA/ASA Level 1 / 2 Qualification | | Essential | | Application form |
| First Aid Qualification | Desirable | | Application form | |
| Disabled Swimming Instructors | Desirable | | Application form | |

**Other Requirements**

|  |  |  |
| --- | --- | --- |
|  | **Essential/Desirable** | **Evaluation Method** |
| Ability to work flexibly and to attend work including evenings and weekends | Essential | Interview |
| Demonstrate awareness of equality issues in the workplace | Essential | Application form/Interview |