

JOB DESCRIPTION

Job Title: **Award Swimming Teacher**

Department: Resident Services

Division: Environment and Street scene

Business Unit: Leisure Services

Grade: Flexible worker, hourly rate from £12.10 to £13.71 (depending on qualification)

Responsible to: Area Swim School Lead and General Manager

Responsible for: To deliver safe swimming lessons that gives confidence in water and a life skill

Main purpose of post

Working as part of a Teaching Team to teach pupils to swim from non-swimmers to improvers in our Foundation classes providing fun, safe and professional lessons that develop and progress pupils to be confident swimmers.

- Delivery of pupil-focussed lessons in a passionate and professional manner.
- Able to work effectively in a team.
- Ensuring lessons are delivered in line with guidelines and taking responsibility for the safety of your pupils.
- Undertaking any necessary administration, captured manually or electronically, to the compliance of Active Lambeth's Swim School and School Swimming procedures

Principal Accountabilities

Customers:

Having happy customers that want to keep using Active Lambeth's services and facilities is what keeps us going, so you'll need to:

- Create a welcoming, positive and engaging teaching environment that encourages all pupils to achieve their best.
- Ensure the safety and behavioural management of pupils within the swimming lesson to maintain a positive learning environment for all.
- Ensure the quality of your teaching meets the requirements outlined in the Swimming Teachers Product Manual and meets the expectations of our customers.
- To work with the teaching team in ensuring that all pupils are collected from and returned to the Swim School meeting point.
- To support the Lead Swimming Teacher to share updates on pupils' progress with parents/guardians as well being willing to answer and refer parent/guardians' questions professionally and appropriately.

Swim School:

- Have knowledge of Active Lambeth's Swim School Programme.
- Deliver only Foundation Classes (non-swimmers – improvers), in line with your STA qualification
- Teach to Active Lambeth's Swim School Expected Standards
- Ensure all lessons are delivered in line with product and centre policies to ensure compliance of the programme.

- To support the Lead Swimming Teacher with relevant administration procedures are completed, including attendance and attainment assessments, using devices in each lesson.
- Understand and follow the Active Lambeth Child Protection and Behaviour policy.

School Swimming:

- Have full working knowledge of the relevant schools swimming programme (Active Lambeth)
 - Deliver only Non-Swimmer, Beginner & Improver ability levels in line with your qualification.
- Understand and follow Active Lambeth's Child Protection and Behaviour policy.
- Ensure relevant administration procedures are completed including attendance and attainment assessments.
- Teach to the School Swimming Expected Standard.
- Promote water safety and the importance of school swimming linked to the KS2 School Swimming outcomes.

Revenue Protection:

We're a charitable social enterprise and a not-for-profit organisation, so we need to make sure that we're not losing money so that we can keep being a successful provider of swimming lessons to everyone in the community. Help us to do this by:

- Ensuring all pupils are recorded on a class register.
- Bringing to the attention of the Lead Swimming Teacher the names of any pupils not recorded on the register.
- Assisting with the promotion, marketing and development of the activity as required.

Personal Development:

We want you to be the best swimming teacher that you can be, not only for your pupils, but for your own development too, therefore you should:

- Ensure all qualifications are maintain and renewed.
- Utilise the Active Lambeth portal to keep track of training opportunities and technical updates.
- Attend CPD training as required.
- Attend quarterly swimming teacher meetings and training.
- Fully participate and engage in Active Lambeth's on-going assessment of performance

Other:

- Carry out all duties with due regard for Health & Safety requirements and regulations.
- Attend Fire and Evacuation training as required by the General Manager.
- Undertake any other duties commensurate with the post's level of responsibility.

The important things we need you to do:

- Undertake an enhanced DBS check.
- Act in accordance with, and actively promote, all Active Lambeth's policies and standards

PERSON SPECIFICATION

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| <p>It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A).</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with a "Tick" (✓) on the person specification when you complete the application form.</p> | | | Shortlisting Criteria |
| Qualification | Q1 | STA Level 2 Award in Teaching Swimming qualification is essential. | |
| | Q2 | National Rescue Award for Swimming Teachers and Coaches is desirable. | |
| Key Knowledge | K1 | Knowledge and understanding of Essential Swimming Skills and suitable progressions for non-swimmers to improvers. | A✓ |
| | K2 | Knowledge and understanding of the strokes and progressions suitable for non-swimmers and improvers | A |
| | K3 | Understanding of effective teaching methods suitable for non-swimmers to improvers with a strong knowledge of how to use games and fun within lessons to develop skills and strokes. | |
| | K4 | Good understanding of child development and characteristics of pupils aged 4-10 years. | A |
| | K5 | Knowledge of Health & Safety legislation and other legislation in relation to leisure centre / pool operations | |
| | K6 | Understanding of Child Protection Policy, Equal Opportunities Policy and revenue protection. | |
| | K7 | Knowledge of Active Lambeth's Swim School and School Swimming syllabus (STA) | |
| Relevant Experience | E1 | Working with children aged 4-10 years old | |
| | E2 | Delivery of lessons to non-swimmer, beginners and improvers. | |
| | E3 | Achieving results and making a difference to customers. | |

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| Key Behaviours | B1 | <ul style="list-style-type: none"> - Able and willing to teach both in and out of the water in line with the lesson guidelines and needs of the pupils. - Show enthusiasm for your own learning, development and CPD training. - Passionate and professional. - Approachable and engaging. - Pleasant, friendly and outgoing manner. - Able to confidently control a group. - Encourage pupils with appropriate use of praise. - Have a motivational approach with pupils. - Reliable and committed. - A dynamic individual with a 'can do', results-driven approach and attitude. - An appreciation of, and commitment to, the distinctive culture and philosophy of Active Lambeth. - Demonstrate trust, openness and respect in all your dealings. - Have a flexible approach to tasks and workload | |
| | B2 | Takes ownership <ul style="list-style-type: none"> • Take responsibility for driving and delivering excellent services in line with performance and finance targets, statutory deadlines and timescales. • Be proactive and take ownership of personal, team and service objectives, identifying problems and spotting and seizing opportunities, taking action as required in order to mitigate risk, and improve practice and performance, in order to drive excellence. • Be flexible, accessible and accountable to senior managers, Members, partners and the community. • Take responsibility for keeping up to date with legislative and policy updates, and best practice, applying these locally to ensure compliance and drive improvement. • Positively engage in one to ones, appraisal processes and team and partnership meetings and activities, and seek opportunities to reflect and improve. | |
| | B3 | Works collaboratively | |

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| | | <ul style="list-style-type: none"> • Build good relationships and work effectively with local partners to achieve positive outcomes. • Manage relationships and partnerships for the long term – sharing information, building trust, constructively and openly tackling conflict and finding win/win solutions. • Work with colleagues and partners to develop policies and approaches to support them. • Actively seek feedback on own performance and that of the wider team. • Share information, best practice and ideas with relevant colleagues, partners, networks and groups, translating these into service improvements to optimise positive results. | |
| | O1 | <ul style="list-style-type: none"> • Able to work unsocial hours including evenings and weekends | |
| | O1 | <ul style="list-style-type: none"> • Commitment to complete a full course of lessons, creating consistency for your pupils | |