

## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Swimming Teacher</b>
<b>Directorate:</b>	Resident Services
<b>Division:</b>	Environment and Streetscene
<b>Business Unit:</b>	Leisure Services
<b>Grade:</b>	Flexible worker, hourly rate from £16.61 to £18.16 (depending on qualification)
<b>Responsible to:</b>	Area Swim School Lead and General Manager

### **Main purpose of post**

Working as part of a Teaching Team to teach pupils to swim from non-swimmers to advanced, in our Foundation, Development and Academy classes. Providing fun, safe, and professional lessons that develop and progress pupils to be become confident, capable swimmers enabling lifelong participation.

- 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

### **Key Unit Accountabilities**

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.
- 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.

- Have full working knowledge of the relevant schools swimming programme (Active Lambeth)
- 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

## PERSON SPECIFICATION

<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>			<b>Shortlisting Criteria</b>
<b>Key Knowledge</b>	K1	Knowledge and understanding of the Essential and Advanced Swimming Skills and suitable progressions for all ability groups.	A✓
	K2	Knowledge and understanding of the strokes and progressions suitable for all ability groups.	A
	K3	Understanding of effective teaching methods suitable for different ability groups, 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 children aged 4-16 years and the differences to teaching adults.	
	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	
<b>Relevant Experience</b>	E1	Working with children aged 4-16 years old and adults.	A✓
	E2	Delivery of lessons to non-swimmer, beginners, improvers and advanced.	
	E3	Achieving results and making a difference to customers.	A✓
<b>Qualifications</b>	Q1	STA Level 2 Certificate in Teaching Swimming or Swim England/ Swim Wales Level 2 Certificate in Teaching Swimming is essential.	

	Q2	National Rescue Award for Swimming Teachers and Coaches is desirable.	
<b>Key Behaviours</b>	B1	<p><b>Focuses on people</b></p> <ul style="list-style-type: none"> <li>• Lead the provision of a helpful, competent service, sensitive to the needs and aspirations of our diverse communities.</li> <li>• Consider the people who our work affects, internally and externally, when planning and delivering services.</li> <li>• Act with integrity and honesty when dealing with people.</li> <li>• Respect and help to achieve service goals and targets.</li> <li>• Be open, flexible and available; and be approachable and positive for own area of work and other services.</li> </ul>	
	B2	<p><b>Takes ownership</b></p> <ul style="list-style-type: none"> <li>• Take responsibility for driving and delivering excellent services in line with performance and finance targets, statutory deadlines and timescales.</li> <li>• 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.</li> <li>• Be flexible, accessible and accountable to senior managers, Members, partners and the community.</li> <li>• Take responsibility for keeping up to date with legislative and policy updates, and best practice, applying these locally to ensure compliance and drive improvement.</li> <li>• Positively engage in one to ones, appraisal processes and team and partnership meetings and activities, and seek opportunities to reflect and improve.</li> </ul>	
	B3	<p><b>Works collaboratively</b></p> <ul style="list-style-type: none"> <li>• Build good relationships and work effectively with local partners to achieve positive outcomes.</li> <li>• Manage relationships and partnerships for the long term – sharing information, building trust, constructively and openly tackling conflict and finding win/win solutions.</li> </ul>	

		<ul style="list-style-type: none"> <li>• Work with colleagues and partners to develop policies and approaches to support them.</li> <li>• Actively seek feedback on own performance and that of the wider team.</li> <li>• Share information, best practice and ideas with relevant colleagues, partners, networks and groups, translating these into service improvements to optimise positive results.</li> </ul>	
	B4	<p><b>Communicates effectively</b></p> <ul style="list-style-type: none"> <li>• Give clear, accurate and timely guidance and advice on all aspects of Markets and Street Trading to enable informed decision-making and management.</li> <li>• Ensure that all published information and documentation on Markets and Street Trading is concise, accurate, complete, easy to understand, reflects current legislation and meets all relevant deadlines.</li> <li>• Ensure that self and team reflect the Council's overall objectives and aspirations in written communications and documentation and in interaction with partners and colleagues.</li> <li>• Motivate and engage staff, and celebrate success.</li> </ul>	
	B5	<p><b>Focuses on results</b></p> <ul style="list-style-type: none"> <li>• Take responsibility for Markets and Street Trading, meeting all relevant deadlines, and ensuring adherence to legislative and organisational timescales.</li> <li>• Take responsibility for meeting income targets through managing and monitoring programmed actions and activity.</li> <li>• Set expectations of standards.</li> <li>• Manage and subscribe to individual and service performance management, taking swift mitigating action where performance falls below target.</li> </ul>	