

## Job Description

<b>Job Title</b>	Swimming Instructor
<b>Directorate</b>	Neighbourhoods
<b>Service Area</b>	Leisure Sport and Recreation
<b>Grade</b>	4
<b>Competency Level</b>	1
<b>Salary</b>	£25,119 - £28,770
<b>Job Type</b>	Office Based
<b>Location</b>	Various across 8 pools
<b>Disclosure and barring service (DBS)</b>	Enhanced
<b>Job Evaluation Ref No</b>	

## Job Purpose

Under the direction of the Swimming Co-ordinator, provide a progressive and structured aquatic sports instruction and activities to children and adults of all abilities.

### Directly Responsible For:

Assistant Swimming Instructors and Volunteers

## Directly Responsible To:

Swimming Co-ordinator

## Main Areas of Responsibility:

- Deliver a range of instructed and proficiency based aquatics activity including; swimming, life-saving, diving, synchronised swimming, open water swimming in accordance with national guidelines (e.g. Amateur Swimming Association Learn to Swim Pathway (ASALTSP)).
- Prepare and implement schemes of work to ensure continual development of all children and adults through the ASA LTSP according to ability.
- Instruct swimming lessons to school children, individuals and other user groups of all ages.
- Liaise with school teachers/representatives and parents to ensure the effective delivery of all aspects of swimming instruction activity and ensure high levels satisfaction at all times.
- Keep records on all courses, including registers, progress made by children/groups, awards attained/issued.
- Meet National Curriculum key stage 2 targets for all participating children.
- Provide customers with a polite, friendly, exciting and efficient service, giving due attention to customer care at all times.
- Assist in the organisation and delivery of school swimming galas and events.
- Actively promote secondary sales opportunities wherever possible – merchandise, swimming awards, swimming accessories, lesson promotion.
- Assist with the set-up, storage and maintenance of equipment and ensure all equipment used is fit for the purpose.
- Comply with all health and safety regulations, and be familiar with all operational systems and procedures, including emergency evacuation and safeguarding policies.

- Adhere to appropriate codes of conduct and good practice guidelines and follow the Liverpool City Council guidelines for safe practice for swimming lessons, including logging and reporting all incidents / accidents.
- Attend meetings as required by the Swimming Programme Co-ordinator.
- Liaise with internal and external partners in delivery to ensure the progression of swimmers through the lesson programme.
- Work with a strong and focussed approach to maximising income and growing participation.
- Exhibit the highest standards of professional behaviour.
- Undertake any necessary training associated with the duties of the post.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.

### **Supervision and Management Responsibility:**

- Responsible for supervising and mentoring Assistant Swimming Instructors and Volunteers

### **Budget and Financial Responsibility:**

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact.

### **Social Value Responsibility:**

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities.

## Physical Demands of the Job:

- Standing and walking on poolside for periods of up to 6 hours.

## Corporate Responsibility:

- Contributing to the delivery of the Council Plan.
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement.
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance.
- Developing the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.
- Ensuring that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

## Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level 1.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

# Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

## Qualification and training

### Essential

- A minimum of at least one Level 2 Swimming Teaching Qualification (A/I)

### Desirable

- HND or other relevant/related industry recognised qualification
- National Pool Lifeguard Qualification (NPLQ)
- Royal Life Savers Society (RLSS) Rescue Award for Swimming Teachers
- First Aid qualification
- Evidence of continued professional development

## Experience

### Essential

- Instructing swimming to a range of different ages and abilities using the Swim England Learn to Swim Pathway (SELTSP) (A/I/E)
- Working in a customer focused environment (A/I)

## Desirable

- Teaching/instruction of other aquatic sports & activity
- Supervising Assistant Swimming Instructors and Volunteers
- Meeting National Curriculum key stage 2 targets
- Assisting in delivery of water-based events

## Skills/Abilities

### Essential

- Excellent communication, both written and verbal (A/I)
- Awareness of Equality and Diversity (A/I)
- Motivate and encourage swimmers using creative delivery of swimming lessons (A/I)

### Desirable

- Ability to efficiently plan sessions
- Record keeping
- ICT skills, including Microsoft Office and its associated applications
- Self-motivated and an ability to work unsupervised.
- Aquatic based activity, teaching, coaching and the ASA Learn to Swim Pathway
- Local government sport, leisure and education strategies/policies
- The benefits of sport and physical activity and a commitment to the promotion of swimming activities
- Sport & Recreation Health & Safety regulations around swimming pools, coaching and instruction
- The voluntary club sectors
- Provide and maintain a safe environment for aquatic activities

- Adapt to change

## Commitment

### Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

## Other

### Essential

- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level (A/I)
- Requirement to work outside standard hours, including, evenings and at weekends as required (A/I)

### Desirable

- To wear a uniform and Personal Protective Equipment as required
- To promote and develop the City Council's commitment to equal opportunities.
- To participate in continuous service improvement and ongoing personal and staff development
- To maintain continuously high standards of customer care