

## Job Description

<b>Job Title</b>	Assistant Swimming Instructor
<b>Directorate</b>	Neighbourhoods and Housing
<b>Service Area</b>	Leisure Sport and Recreation
<b>Grade</b>	3
<b>Competency Level</b>	1
<b>Salary</b>	£24,790 - £26,409
<b>Job Type</b>	Office Based
<b>Location</b>	Citywide
<b>Disclosure and barring service (DBS)</b>	Enhanced DBS
<b>Job Evaluation Ref No</b>	

## Job Purpose

Assisting a level 2 Swimming Instructor in the provision of progressive and structured aquatic sports instruction and activities to children and adults of all abilities.

### Directly Responsible For:

Not applicable

## Directly Responsible To:

Swimming Co-ordinator

## Main Areas of Responsibility:

- Assist in the delivery of 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))
- Assist in the preparation and implementation of schemes of work to ensure continual development of all children and adults through the ASA LTSP according to ability
- Assist in the Instruction of swimming lessons to children, individuals and other user groups of all ages
- Assist with record keeping on all courses, including registers, progress made by children/groups, awards attained/issued
- Assist in instructing all participating children to meet the National Curriculum key stage 2 targets
- 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 swimming galas and events
- Actively promote secondary sales opportunities wherever possible – merchandise, swimming awards, swimming accessories, lesson promotion
- Assist with the setup, 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 partners internally and externally 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:**

- No supervisory or line manager responsibility

### **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 the poolside for periods of up to 6 hours

## Corporate Responsibility:

- Contribute 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
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure 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 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

- Amateur Swimming Association (ASA) Level 1 Swimming Teacher or relevant sports coach / instructor qualification or due to receive qualification within 3 months following application or willing to work towards the qualification (A/I)

### Desirable

- National Pool Lifeguard Qualification (NPLQ)
- Royal Life Savers Society (RLSS) Rescue Award for Swimming Teachers
- First Aid qualification

## 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
- Preparing and implementing swimming lesson schemes
- Keeping records, including registers, progress made, awards attained and incidents
- Assisting in delivery of water-based events
- Event organisation

## Skills/Abilities

### Essential

- Strong interpersonal, motivational and communication skills (A/I)
- Knowledge of aquatic based activity, teaching, coaching and the Swim England Learn to Swim Pathway (A/I)
- Awareness of Equality and Diversity (A/I)

### Desirable

- Ability to efficiently plan sessions
- Record keeping
- Ability to work under own initiative
- Knowledge of Sport & Recreation Health & Safety regulations around swimming pools, coaching and instruction

## Commitment

### Desirable

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

## Other

### Essential

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

### 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