

# Queenswood

PERSON SPECIFICATION  
AND JOB DESCRIPTION



## Swimming Teacher





## **JOB DESCRIPTION AND PERSON SPECIFICATION**

### **Job Description**

**The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This role is considered as working with high level safeguarding responsibilities and access to children. Full safeguarding checks will be made on the successful applicant. The post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.**

### **Job Titles:**

Swimming Instructor

### **Main Purpose of the role:**

To deliver swimming lessons for Queenswood Swim School as directed by the Swimming Pool Manager or Swimming Pool Coordinator.

### **Reporting to:**

Swimming Pool Coordinator/ Swimming Pool Manager

### **Reporting to the job holder: N/A**

### **Main responsibilities and duties:**

Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact with.

### **Main Tasks**

To be responsible for the safety of all swimmers and clients entering the swimming pool under the Health and Safety Policies.

To be aware of the Swimming pools PSOP including Normal Operating Procedures and the Emergency Action Plan and operating within their guidance at all times.

To ensure all Swimming Pool users comply with the swimming pool policies.

To ensure that you arrive in good time and are fully prepared for the start of your teaching session including setting up any equipment you require.

You are required to teach in the water for all B1, B1s, B2w, B2, B2s, B3w, B3 groups.

For B3s, Int1w and Int1 you are required to teach in the water when necessary for example; if one or more is nervous or not confident in deep water or when to demonstrate a skill.

To plan lessons in line with the ASA and STA award schemes.

To check the Master swimming register for any adjustments that have been made to your classes on a daily basis.

Inform Swimming Pool Coordinator of any children that have missed 3 weeks of lessons or more in a row.

To make sure any changes you wish to make are discussed with the Swimming Pool Manager or Swimming Pool Coordinator prior to discussing with parents.

To ensure that you take complete up to date attendance registers.

Be prepared to speak to or call parents with feedback or any queries they may have and keep the Swimming Pool Coordinator and Swimming Pool manager fully informed at all times.

To work together with the lifeguards on duty to make sure the pool lanes/width ropes are set up appropriately and in good time for the lessons running AND to keep all equipment neat and tidy throughout the sessions.

To attend staff meetings as and when required.

To attend CPD training sessions as and when required.

To keep qualifications up to date including Safeguarding Children/child protection.

To ensure continuity of teaching, avoid where possible taking time off during term time. If any time off is required during Term time this has to be discussed with the Swimming Pool Manager or Swimming Pool Coordinator prior to approval.

### Person Specification

	<b>Essential</b>	<b>Desirable</b>
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria
Qualifications	ASA Level 2 Teaching Certificate or STA Full Teachers Certificate  Child Protection, Safeguarding children Certificate.	RLSS Teacher Rescue Qualification or NaRS STA Pool Attendant or RLSS NPLQ  First Aid Qualification
Experience	Teaching all abilities from complete Beginner to Club Swimmer. Teaching in the water	
Skills	Being able to communicate to all age groups from 3yrs to adults.	•
Knowledge	Good knowledge of Swim England Stages, STA distance awards	•
Personal competencies and qualities	Work well within a team and enjoy working with children of all ages and abilities. Be able to adapt to the individual needs of the pupils within the class environment.	•

**Hours of Work/ Times / Weeks per year**

Queenswood Swim School operate on Termly basis, we offer class lessons on a Wednesday and Thursday afternoon 16.00-18.45 and Saturday between 09.45- 12.30. We offer private lessons on a Friday afternoon 16.00-19.00 and a Sat 08.45-09.30 and 12.15-14.00.

Hours/days will be confirmed at interview.

There may be additional hours during some school holidays to cover Crash Courses.

**Holidays**

Swimming Instructors receive an additional payment at the end of each term in lieu of annual leave entitlements.

**Salary**

£19.38 ph

**Other relevant information**

Queenswood Swim School is a professional organization and Teachers are required to act in professional manner at all times.

The teacher plays an essential role in the safe and professional operation of Queenswood Swim School.