



Job description	
Job title	Swimming Teacher (ASA level II)
Grade	Grade E
Section/team	Swimming
Accountable to	Swimming Development Officer / Facility Manager
Responsible for	Assistant Swimming Teachers & volunteers
Date reviewed	6 April 2016

Purpose of the job

To provide a high quality service in accordance with the Knowsley Active Swim Scheme programme and its policies. To provide teaching and direction at a particular centre/s as directed by the Swimming Development Officer, Duty Manager, Centre Manager, or their deputy.

To support the Active Leisure Service in achieving income and participation targets.

To work towards achieving the performance measures contained within the Active Leisure Scorecard.

Main Duties and Responsibilities	
1	To provide a consistently high standard of teaching within the framework of Knowsley Swim Scheme
2	To follow the set programme of the scheme of work and lesson plans, make any amendments as necessary and note them on evaluation documentation
3	To monitor the achievement of individuals; assess them according to the Knowsley Swim Scheme criteria, and provide any feedback as necessary regarding their achievements, providing evidence of progression through the scheme of individuals and also the site/s
4	To deal with enquiries from parents/guardians/carers/or others (when appropriate) regarding children on the programme at the site/s.
5	To work with the Centre Manager and Swimming Development Officer regarding poolside assessments and any feedback provided in order to develop your own individual skills and also to lead in the development of assisting staff and the development of their aquatic skills through the mentoring of such staff
6	To carry out any administration tasks as needed by the Knowsley Swim Scheme
7	To be fully conversant with the policies and practices as detailed in the Knowsley Swim Scheme Teachers Folder, and be able to induct new staff at the site/s to these practices
8	To demonstrate sound communication skills and apply them to differing situations within the swim scheme



9	To demonstrate a variety of motivation and discipline tactics that can be utilised within the swim teaching situation
10	To attend any relevant Continual Professional Development training as indicated by the Centre Manager / Swimming Development Officer and deemed necessary for the Swimming Teacher licence.
11	To supervise assistant teachers, and volunteers at a particular site/s
12	To work as part of a team within a centre and also across the authority through Swimming Development, where necessary undertaking any other duties as deemed necessary within the swim scheme
13	To administer first aid where necessary
14	The role will contribute to ensuring the operation of facilities throughout the Borough as a whole run smoothly and therefore flexibility in place of work is paramount on a daily basis. Any movement will be as part of the working conditions and no allowance will be incurred.
15	To support the operation of the Leisure facilities by fulfilling other operational tasks on site (i.e. Lifeguard / Leisure attendant duties) as directed by the operational managers.

Health and Safety

1	To comply with Health and Safety Policies and practices of Knowsley Borough Council and attend any staff training as directed
2	Ensure that all poolside and swimming equipment is cleaned and maintained in accordance with manufacturer's guidelines and industry best practice.
3	To inform or administer first aid where necessary
4	To abide by Knowsley Borough Council's Staff Code of Conduct and Child Protection Policy
5	To abide by the Amateur Swimming Associations Code of Ethics
6	To play a key role in developing and maintaining high standards of customer service
7	To ensure the service is promoted efficiently, effectively and in keeping with the corporate image of "Active"
8	To ensure high levels of professional conduct at all times with particular reference to punctuality, dress and presentation and to wear the uniform provided whilst on duty