

# Assistant Swimming Teacher



Post information			
Department:	Swimming Development	Post number:	
Location:	Coventry Sports and Leisure Centre	Scale:	Offscale
Responsible to:	Aquatics Development Manager	Salary range:	£8.3628 - £8.5468 P/H
Contract type:	Casual Or Permanent	Closing date:	Ongoing

Job Description	
Role:	<ol style="list-style-type: none"> <li>To assist in the delivery of swimming lessons in line with the National Plan for Teaching Swimming at Coventry Sports Trust sites.</li> </ol>
Key objectives:	<ol style="list-style-type: none"> <li>To show good customer service and customer care to encourage usage.</li> <li>To assist in teaching the company's swimming lessons programme to an acceptable level.</li> </ol>
Key activities:	<ol style="list-style-type: none"> <li>Ensures swimming lessons meet the company's and the governing bodies' performance standards, legislative requirements and 'best practice' guidance.</li> <li>Looks after the welfare of all pupils through observation and appropriate teaching practices in line with current safe practices recommended by the governing bodies, and provides an appropriate mentoring referral service.</li> <li>Take appropriate action to effect a rescue if a customer gets into difficulty.</li> <li>Support Swimming Teachers to maximise lesson</li> </ol>

performance.

5. Promotes and establishes a culture of 'customer care' and 'quality service' amongst colleagues and within activities.

6. Attend training and staff meetings to assist programme development.

<b>Person Specification</b>		
Appointment requirement: Shown as 'E' (i.e., are essential for candidates to possess before appointment will be considered), or 'D' (i.e., are desirable and may give some advantage when considering appointment).	E / D	Assessment See end note
<b>Technical requirements</b>		
T1. Swimming Teacher Qualification - ASA Teachers Certificate (Swimming) Level 1	E	4
T2. Evidence of ability to transfer knowledge into practical teaching.	E	1,2,3
T3. Ability to achieve Lifesaving qualification.	E	1,2
T4. Knowledge of health and safety issues that relate to poolside working.	E	1
T5. Effective written and oral communication skills	E	1,2
<b>Organisational requirements</b>		
O1. Evidence of commitment to quality service provision and customer care.	E	1
O2. Must be sensitive to the varying needs and aspirations of a diverse customer base.	E	1
O3. Able to recognise the causes of inequality in service delivery	E	1
O4. Willingness to tackle known or suspected breaches to Company policies and procedures, or to legislation, directly or through support of supervisor.	E	1
O5. Willing to integrate the concepts of 'Energy Management' in carrying out duties.	D	1

O6. Understands the importance of Company uniform requirements and displays a willingness to wear it.	E	1
O7. Advocates the Company's vision and values and adheres to its Employee Code in carrying out duties.	E	1
<b>Personal requirements</b>		
P1. Evidence of ability too: a. Work as part of a team. b. Manage conflicting pressures and priorities. c. Establish priorities and meet deadlines. d. Work independently to work programmed, seeking advice and guidance on new, complex or non-routine matters as appropriate.	E	1
P2. Evidence of commitment to quality service provision and customer care in carrying out duties.	E	1
P3. Evidence of flexibility to comply with evening and weekend working (and occasional early starts) in order to meet programme requirements or to meet deadlines, to attend meetings and training events, or to cover classes at short notice.	E	1,2
P4. Must be prepared to take holidays outside of school terms if assigned to the 'schools programme'.	E	1
P5. Evidence of understanding and the need to, and willingness to, maintain confidentiality.	E	1
<b>Assessment notes</b>		
1= Information contained on application form 2= Test 3= Probing at the interview 4= Documentary evidence  D= Desirable E= Essential		

**Selection notes**

Coventry Sports Trust embraces the principles of equality and diversity it will ensure that the talents and resources of employees are utilised to the full. The Trust is therefore committed, wherever practical, to achieving and maintaining a workforce which broadly reflects the local communities in which we operate, and to creating a working environment which combats prejudice, stereotyping, harassment and undignified behaviour.

If you wish to discuss this further, please contact the Human Resources Team on 024 7625 2553.

**Pre-employment checks**

This post is subject to exemption from The Rehabilitation of Offenders Act 1974 and will require clearance through the Disclosure and Barring Service (DBS).

All appointments are subject to the receipt of satisfactory references, DBS, medical clearance and the ability to comply with the Asylum & Immigration Act (1996).

**Other**

The location shown at the top of this document indicates the principal location, but the successful candidate/s may be required to work from any location from where the Company currently, or in the future, operates its business.

The Company currently operates from Coventry Sports & Leisure Centre, Brandon Wood Golf Course and Moat House Leisure Centre.

The duties reflected in this Job Description should be used for guidance purposes only. All employees are required to carry out any duties commensurate to their role and salary.