

Torfaen Leisure Trust Job Description



Torfaen
Leisure Trust
Ymddiriedolaeth
Hamdden Torfaen

| Position Details | |
|---|--|
| Position Title: Swimming Instructor Level 2 | |
| Grade: Grade 5 SCP 25 plus Casual Holiday Pay | |
| Section/Unit: Centre Management | Location: <i>State which centre or if various</i> |
| Responsible To: Swimming Development Officer | Responsible For: No Staff Responsibility |
| | |
| Date Issued: <i>State Date that Job Description prepared</i> | |

| Job Purpose |
|---|
| To take a lead role in the delivery of a successful swimming tuition programme for all ages and teach swimming at all levels to any group |

| Principal Accountabilities and Responsibilities |
|---|
| <p>To provide effective and high quality instruction of swimming for all ages and abilities, in accordance with the training and guidelines provide by the approved National Governing Body and the Trust's Swimming Development Officer</p> <p>To assist level 1 teachers where applicable and where necessary act as a mentor</p> <p>To discharge all health and safety requirements, immediately report all issues of health and safety that may arise to the appropriate authority, which include the performers, the environment (facilities and equipment), and the activities in which the performers participate</p> <p>To undertake all other administrative requirements of the group, including the completion of Registers, Timesheets and statistical returns as required</p> <p>To maintain a high standard of customer care</p> <p>To become familiar with the facilities normal operating and emergency operating procedures, develop and maintain good working relationships with all staff on site</p> <p>To ensure that the group has paid the appropriate fees in compliance with the Departments Financial procedures</p> <p>To be prepared to undertake appropriate training to enhance skills</p> <p>Attend meetings as directed by the Line Manager</p> |

To undertake any other duties deemed reasonable to ensure the very highest level of consistent service delivery to all our customers

To utilise a scheme of work and session plan for every session delivered

To evaluate and monitor schemes of work delivered and maintain records

The post holder may be required to undertake duties at other centres or at different hours to meet the needs of the service

Resources/Equipment/Material

To be responsible for the issuing, use and return of all equipment

Supervision/Management of People

There is no staff management responsibility attached to this post

Responsibility for the people participating in classes

Knowledge, Skills, Training and Experience

Amateur Swimming Association Swimming Teacher

Special Working Conditions

Classes will take place at times required by customer demand and working hours may be during the daytime, evenings and weekends

General

To observe confidentiality in all aspects of work and to comply with the eight data protection principles which are contained within the Data Protection Act

To demonstrate a willingness to undertake training development and learning opportunities to improve skills

Comply with and support others to observe Health and Safety Act 1974 procedures and processes

To work within the Trust's policy and procedures in respect of equal opportunity, anti-discriminatory and anti-oppressive practices

To accept that this job description may be periodically subject to review

To undertake any other duties and/or times of work as may be reasonably required of you, commensurate with your grade or general level of responsibility within the organisation, at your place of work or based in any other establishment

Carry out duties placed on employees by the Health and Safety at Work Act 1974

Person Specification



Please note you will need to meet the essential criterion to be invited for interview.

| Requirements | Selection Method | | |
|---|------------------------|-------|---|
| | Essential or Desirable | Score | Tested at Interview and/or Application Form |
| Education/Qualifications/Knowledge | | | |
| 1.1 Amateur Swimming Association Recognised qualification for Level 2 instructing | Essential | | Application Form / Interview |
| 1.2 First Aid at Work qualification or willingness to achieve | Desirable | | Application Form |
| 1.3 Willingness to achieve other qualifications | Desirable | | Application Form / Interview |
| 1.4 Basic Understanding of Health and Safety | Essential | | Application Form / Interview |
| Experience | | | |
| 2.1 Previous experience in a Leisure / Fitness or similar environment | Desirable | | Application Form |
| Skills and Abilities | | | |
| 3.1 Excellent Interpersonal skills | Essential | | Application Form / Interview |
| 3.2 Ability to plan single or a series of sessions | Essential | | Application Form /Interview |
| 3.3 Able to Interact with Customers | Essential | | Interview |
| 3.4 Good 'housekeeping' skills | Essential | | Interview |
| Personal Attributes | | | |
| 4.1 Flexible approach to work | Essential | | Interview |
| 4.2 Able to work on own initiative | Essential | | Interview |
| 4.3 Self motivated and enthusiastic | Essential | | Interview |
| 4.4 Team Player | Essential | | Interview |
| 4.5 Proactive | Essential | | Interview |
| 4.6 Sense of humour | Essential | | Interview |
| Circumstances | | | |
| 5.1 Able to travel independently between Centres if required | Desirable | | Interview |
| Total Short Listing Score | | | |

Score key: 0 = Not Met Criteria 1 = Fully Met Criteria