

Post: Casual Swimming Teacher

- Salary/Grade: Grade 5, £11.10 to £12.32 per hour
- Hours/Days: As and when required
- Fixed Term/Perm/Temp/Casual: Casual
- Bolsover District Council, The Arc, High Street, Clowne, Chesterfield, Derbyshire. S43 4JY
- Closing Date: 28 August 2019
- Interview Date: To be confirmed

Job Details and Requirements

The above opportunity is now available at the Go Active Leisure Centre in Clowne. The successful candidate will ensure the safe, efficient and effective supervision and delivery of the Council's learn to swim programme. To be short-listed for interview candidates **must** possess the following:-

Excellent understanding of swimming teaching
Understanding of customer computerised booking systems
Understanding of the operation of leisure facilities and equipment including Health and Safety awareness
Swimming Teachers Level 2
Experience working with pool plant
Experience of cash handling
Excellent interpersonal communication skills
Customer service skills
Ability to work in a team environment
Must be physically fit and capable of heavy lifting

This post is subject to a Disclosure and Barring Service check at the Enhanced level.

Contact Details

For an informal discussion about this post please contact David Hall or Jamie Bend, Duty Managers on (01246) 242365, david.hall@bolsover.gov.uk or jamie.bend@bolsover.gov.uk

Application Pack

If you are interested in this post, please visit the Jobs pages on the BDC Website www.bolsover.gov.uk/index.php/your-council/jobs

To apply using our online application form, please visit the Derbyshire Jobs website or by clicking on the following link: <https://jobs.derbyshire.gov.uk/>

Please note that **CV's will not be accepted.**

Alternatively, if you do not have internet access application packs are available from:

- Telephone the BDC Contact Centre on 01246 242424 Email humanresources.bdc&neddc@ne-derbyshire.gov.uk

Please return completed application forms to HR & OD Shared Service, District Council Offices, 2013 Mill Lane, Wingerworth, Chesterfield, Derbyshire, S42 6NG or to humanresources.bdc&neddc@ne-derbyshire.gov.uk by the advertised closing date.

We welcome applications from all sections of the community

Swimming Teacher Job Description

Job title	Swimming Teacher
Reports to	Duty Manager
Direct reports	
Grade	5
Salary range	<i>SCP 9 – 12, £21,422 to £23,774 per annum</i>

Job purpose

To ensure the safe, efficient and effective supervision and delivery of the Council's learn to swim programme on establishments throughout the District

Duties and responsibilities

The teaching of swimming to all ages and abilities in accordance with the Council's present and future swimming tuition programme and associated strategies.

All necessary administration in connection with the swimming tuition programme including taking payments as part of the enrolment process. Liaising with the swimming development lead officer and other swimming teachers to ensure consistent service delivery

Keeping up to date with new trends and developments in swimming teaching and in association with others contribute to ongoing programme development.

Being available to offer advice and information to parents or other persons receiving swimming tuition.

Providing feedback to the management team on the swimming tuition programme, highlighting achievements or matters which require corrective action.

Providing School Swimming tuition in accordance with the National Curriculum including giving advice, guidance and the supervision of Education support staff at waters edge.

Completing progress records for children attending school swimming in accordance with National Curriculum requirements.

Taking the lead in teaching classes where support personnel may be provided to support the swimming programme covering absence or for promotional \ development purposes.

Checking swimming tuition equipment and reporting replacement needs or repairs as directed.

Ensuring all lessons are delivered in accordance with defined standards including both safety and quality.

Supervising activities and lifeguard duties (where applicable).

To be aware of the requirements of normal operating procedures, Child Protection Policy and emergency action plan for Council Sport and Leisure facilities.

Working conditions

To undertake staff training sessions regularly to keep up to date with any changes and to keep qualifications valid. At least one session per month of staff training should be undertaken.

Regular evening and weekend work, shift work and unsocial hours

Physical requirements

Role will involve assisting where required with range of facilities related tasks such as moving equipment, maintenance

Corporate Duties and Responsibilities

To familiarise yourself with the principles of, and key Council documents and policies relating to:

- Health and Safety at Work.
- Equality and Diversity.
- Data Protection (Employees must at all times abide by the principles of the Data Protection Act 1998 and guidance provided by the Council in the form of policies and procedures).
- Customer Service.
- Community Safety (Section 17 of the Crime and Disorder Act requires the Authority and individual employees to consider how community safety can be improved when the functions of the Authority are exercised).
- Safeguarding Vulnerable Adults
- Child Protection Policy.
- Risk Management.

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be subject to review (on an annual basis).

Any other duties commensurate with the grade as determined by management.

Any job description provided to you by the Council will not form part of your contract of employment.

Approved by:	<i>W Carter</i>
Date approved:	<i>May 2016</i>
Reviewed:	<i>April 2019 (pay)</i>

PERSON SPECIFICATION

Post Title: Swimming Teacher	Section: Leisure		
Directorate: People			
Knowledge (Essential)	AM	(Desirable)	AM
<ul style="list-style-type: none"> • Excellent understanding of Swimming Teaching • Understanding of customer computerised booking systems • Understanding of the operation of leisure facilities and equipment including Health and Safety awareness 	a, i & c		a & i
Qualifications			
<ul style="list-style-type: none"> • Swimming Teachers Level 2 		<ul style="list-style-type: none"> • First aid at work • RLSS UK National Pool Lifeguard Award 	
Experience			
<ul style="list-style-type: none"> • Experience working with pool plant • Experience of cash handling 	a & i		a & i
Skills			
<ul style="list-style-type: none"> • Excellent interpersonal communication skills • Customer service skills • Ability to work in a team environment 	a & i		a & i
Other Requirements:			
<ul style="list-style-type: none"> • Must be physically fit & capable of heavy lifting 	a & i		a & i

Key to Assessment Methods (AM); (a) application form, (i) interview, (p) presentation, certificate check (c) (o) others

Equality Act 2010

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. In accordance with the Equality Act, candidates will be asked if they have any specific requirements relating to the selections process.

Schedule 9 Part 1.1(1) of the Equality Act also permits targeted recruitment on grounds of Genuine Occupational Requirement.

Approved by:	<i>W Carter</i>
Date approved:	<i>May 2016</i>
Reviewed:	