

TENDRING DISTRICT COUNCIL

JOB DESCRIPTION

Service: Leisure Services

Job Title: Casual Swimming Teacher

Post No: Casual

Reports to: Duty Manager

Grade:

1. **JOB PURPOSE**

To be responsible for the organising and teaching of swimming activities at any Tendring District Council swimming pool. To project at all times a positive and caring image to all facility users and other members of staff.

2. **JOB ACTIVITIES**

1. Record attendance of class members.
2. Assist with the preparation and organisation of lessons.
3. Assist in the development of swimming for target groups in the community.
4. Assist the Swimming Lesson Co-ordinator in the planning and operation of school holiday programmes, open days and special events.
5. Report any accident or incident and record accordingly.
6. Obtain first aid assistance where appropriate.
7. Attend meetings and training courses as required.
8. Ensure that teaching and work areas are kept clean and tidy.
9. All Council staff are expected to be flexible in their role and therefore perform any "reasonable" task required to maintain service delivery.

3. **SUPERVISION AND RESPONSIBILITIES**

1. Responsible for organising examinations and tests in accordance with the Amateur Swimming Association syllabus.
2. Responsible for all teaching aids. Ensure they are correctly stored before and after swimming lessons.
3. Liaise with the facilities swimming lesson co-ordinator on all aspects of the lessons.
4. Ensure that all facility regulations are complied with at all times.
5. Implementation of Health and Safety at work act as applied to your level of responsibility.
6. Keep up to date with modern teaching developments.
7. To ensure a high standard of personal hygiene and cleanliness that complies with specification standards and statutory regulations; including the wearing of uniforms and suitable footwear.
8. Advance notice of any absences from work i.e. holiday, must be given to the Swimming Lesson Co-ordinator at the earliest opportunity.
9. The postholder should seek the advice of the Facility Manager on difficult or contentious decisions.

4. **SPECIAL CONDITIONS**

The postholder must comply with legislative requirements of health, safety and welfare ensuring good practice standards at all times.

To ensure proper adherence to the Council's Grievance, Disciplinary, Capability, Harassment and other personnel policies and procedures.

Take all possible reasonable steps to create a harmonious working environment using consultation, effective communication and team working techniques.

This job description is a guide to the duties the postholder will be expected to undertake. It is not required to be exhaustive or exclusive and will be changed as working requirements dictate.

TENDRING DISTRICT COUNCIL

PERSON SPECIFICATION

Job Title: Casual Swimming Teacher

Post No: ??

It will help the assessment of your application if you ensure it addresses each of the requirements set out in this document.

9.1 PROFESSIONAL & TECHNICAL DEVELOPMENT

- a. Undertakes personal development through gaining relevant planned experience
- b. Obtains the qualifications required for the job
- c. Conducts continuous professional (or technical) development
- d. Maintains an awareness of similar roles in other organisations
- e. Engages positively with the MDPP process
- f. ASA Level 2 Teaching Award.

COMPETENCY REQUIREMENTS

The following competencies will be used in making the initial selection decision:

2.1 Working with People

- a. Demonstrates an interest in and understanding of others
- b. Adapts to the team and builds team spirit
- c. Recognises and rewards the contribution of others
- d. Listens, consults others and communicates proactively
- e. Supports and cares for others
- f. Develops and openly communicates self-insight such as an awareness of own strengths and weaknesses

3.1 Relating and Networking

- a. Establishes good relationships with customers and staff
- b. Builds wide and effective networks of contacts inside and outside the organisation
- c. Relates well to people at all levels
- d. Manages conflict
- e. Uses humour appropriately to enhance relationships with others

4.1 Writing and Reporting

- a. Writes clearly, succinctly and correctly
- b. Writes convincingly in an engaging and expressive manner
- c. Avoids the unnecessary use of jargon or complicated language;
- d. Writes in a well-structured and logical way;
- e. Structures information to meet the needs and understanding of the intended audience.

6.2 Delivering Results and Meeting Customer Expectations

- a. Focuses on customer needs and satisfaction;
- b. Sets high standards for quality and quantity;
- c. Monitors and maintains quality and productivity;
- d. Works in a systematic, methodical and orderly way;
- e. Consistently achieves project goals.

6.3 Following Instructions and Procedures

- a. Appropriately follows instructions from others without unnecessarily challenging authority
- b. Follows procedures and policies
- c. Keeps to schedules
- d. Arrives punctually for work and meetings
- e. Demonstrates commitment to the organisation
- f. Complies with legal obligations and safety requirements of the role