



Job Description

POST TITLE	Casual Swimming Instructor	POST NO:	various
SERVICE AREA	Sport & Culture	GRADE:	A (SCP09)
JOB EVALUATION	N/A	JOB FAMILY	N/A
RESPONSIBLE TO:	Aquatics co-ordinator		
RESPONSIBLE FOR:	None		
LOCATION	St Peter's Leisure Centre Padiham Leisure Centre	STATUS	Staff

Job Purpose

To deliver swimming lessons to customers at St Peter's Leisure Centre and Padiham Leisure Centre

Main Duties and Responsibilities:

1. To be responsible for the instruction of classes.
2. To demonstrate a high level of customer care at all times.
3. To promote and maintain good public relations.
4. To adopt safe working practices in line with Health and Safety guidelines.
5. Liaise with management to assist with the development of the class programme.
6. To attend training identified as necessary to undertake current and future job requirements.
7. To undertake such other duties and responsibilities as are commensurate with the salary grading of the post. Include all responsibilities where appropriate eg. finance/budgets, supervision, physical resources.
8. To work actively to promote community cohesion, good race relations and equality of opportunity.

Staff

Employees are required to work with their employer to ensure a working environment which is safe and without risks to the health, safety and welfare of employees, and others who may be affected, in accordance with the Health and Safety at Work Act, associated regulations and the Corporate Health and Safety Policy.

Disclosure & Barring Service

Appointment to this post is subject to the receipt of a satisfactory Enhanced Disclosure from the Disclose & Barring Service

General

FOOTNOTE

This Job Description summarises the major responsibilities of the post. It is not intended to exclude other activities, nor future changes from the post holder's responsibilities.

Equality Act 2010

If you are a disabled applicant or an employee who has become disabled and this will affect your ability to do any of the above duties the Council will consider making some changes it thinks are reasonable.

Examples of changes may include providing equipment, making alterations to the workplace or changing some parts of the Job Description.

Prepared by:

Date:

Postholder:

Date of issue:



Person Specification

POST : CASUAL SWIMMING INSTRUCTOR	GRADE: A
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Selection Criteria	Essential/Desirable E/D	Method of Assessment Application/Interview/Test Presentation/Production of Certificates A/I/T/P/C
QUALIFICATIONS		
1. A recognised qualification in teaching swimming	E	A/P
2. RLSS National Pool Lifeguard / National rescue award for swimming teachers and coaches	E	A/I
EXPERIENCE		
1. Experience of teaching swimming	E	A/I
2. Experience of working directly with the public	E	A/I
SKILLS AND COMPETENCIES		
1. To demonstrate effective communication skills	E	A/I
2. To be able to adopt high levels of customer care	E	I
3. To be able to work as part of a team	E	A/I
4. To demonstrate a high level of flexibility in respect of the number or type of hours required.	E	I
KNOWLEDGE		
1. Understanding of Health & Safety issues in relation to teaching swimming	E	I
2. Understanding of Equal Opportunities	E	I