

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Swimming Instructor	<b>JE NUMBER:</b> A12639
<b>DIRECTORATE:</b>	Leisure, Culture and Community Wellbeing	<b>BAND:</b> 5 (plus market supplement)
<b>RESPONSIBLE TO:</b>	Activity Development Officer	
<b>RESPONSIBLE FOR:</b>		
<b>MAIN PURPOSE OF POST:</b>	Ensure high levels of customer satisfaction through delivery of swimming lesson programme.	

### DUTIES AND RESPONSIBILITIES:

Duties and responsibilities must be undertaken to comply with Council policies/procedures.

1.	The teaching of swimming to all ages and abilities in accordance with the Council's present and future swimming tuition programme and associated strategies..
2.	All necessary administration in connection with the organisation of the swimming tuition programme including taking payments as part of the enrolment process.
3.	Liaising with the Activity Officer and other swimming teachers employed by the Council to ensure a consistent delivery approach throughout the service.
4.	Keeping in touch with new trends and developments in the teaching of swimming and in association with others contribute to ongoing programme development.
5.	Being available to offer advice and information to parents or other persons receiving swimming tuition during each course and in particular at enrolment periods.
6.	Providing feedback to the management team on the swimming tuition programme, highlighting achievements or matters which require corrective action.
7.	Providing School Swimming tuition in accordance with the National Curriculum including giving advice, guidance and the supervision of Education support staff at waters edge.
8.	Completing progress records for children attending school swimming in accordance with National Curriculum requirements
9.	Taking the lead in teaching classes where support personnel may be provided to support the swimming programme covering absence or for promotional \ development purposes.
10.	Checking swimming tuition equipment and reporting replacement needs or repairs as directed.
11.	Ensuring all lessons are delivered in accordance with defined standards including both safety and quality.
12.	Participate in enrolment and re enrolment of students using systems provided.
13.	Monitor waiting lists and associated duties to maximise lesson capacities and targets being achieved.

14.	Taking payments via cash or card as may be required.
	General
15.	Assist in the training and development of new members of staff as required.
16.	Attend any relevant training courses and conferences as required.
17.	To carry out all duties with an awareness and regard to Health and Safety issues and adhere to safe systems of work specified in the Council's Safety Policy.
18.	To be aware of and adhere to the Council's Policy on Equal Opportunities at all times.
19.	To adhere to the requirements of the Data Protection Act in respect of confidentiality and disclosure of data.
20.	Develop and foster positive professional relationships with colleagues and external contacts.
21.	Make suggestions to improve the working environment
22.	Adhere to Council standards of behaviour and Code of Conduct.
23.	Such other duties commensurate with the grading of the post as may be from time to time determined.

<b>GENERAL – To be aware of and implement the following:</b>
<b>Equalities</b> – The council's Equality and Diversity Policy which sets out the council's commitment to advancing equality and social inclusion while celebrating the diversity within our communities.
<b>Code of Conduct</b> – All employees of Chesterfield Borough Council must comply with the Employees' Code of Conduct.
<b>Health &amp; safety</b> – To comply with the Health and Safety at Work etc. Act (1974) and carry out all duties in accordance with the Council's Health and Safety policy.
<b>Staff Development</b> - The Council's Performance & Development Review is an integral part of Chesterfield Borough Council's performance management framework as well as a key employee development procedure. You will be required to undertake any training required for the job role.
<b>Data Protection</b> – All employees must adhere to the requirements of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 in respect of confidentiality and disclosure of data.
<b>Safeguarding Children and Vulnerable Adults</b> - The council has both a moral and legal obligation to ensure a duty of care for children and vulnerable adults across its services. We are committed to ensuring that all children and vulnerable adults are protected and kept safe from harm, and we have a responsibility to safeguard and promote well-being.

**SPECIAL FEATURES OF POST:**

Political Restriction	YES		NO	x
Vetting Checks e.g Disclosure and Barring Service (DBS)	YES	x	NO	
Flexible approach to time of work, with ability to work evenings and weekends as required by the needs of the service.	YES	x	NO	
You may be required to carry out those duties at your present workplace or at another council venue.	YES	x	NO	

It is the council's intention that this job description is seen as a guide to the main areas and duties for which the job holder is accountable. However, as the work that the council changes the job holder's obligations are also bound to vary and develop, so the job description should be seen as a guide and not as a permanent, definitive and exhaustive statement. This job description is non-contractual.

## PERSON SPECIFICATION

<b>JOB TITLE:</b>	Swimming Instructor	<b>JE NUMBER:</b>	A12639
<b>DIRECTORATE:</b>	Leisure, Culture and Community Wellbeing	<b>DATE:</b>	September 2021

<b>KNOWLEDGE / SKILLS / ABILITIES</b>		<b>Assessment Method</b> Application Form, Presentation, Scenario based Exercise, Interview, Qualification / Certificates
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<b>Essential</b>		
•	Ability to deal with full age range of customers face to face and on the telephone	AF / I / E
•	Ability to deal with class enrolments, progress reports, attendance registers	AF / I
•	Basic computer skills	AF / I
•	Ability to organise and plan work to achieve specific targets	AF / I
•	Ability to express ideas clearly and succinctly	I / E
•	Good knowledge and understanding of modern swimming teaching methods	AF / I / E
•	Some practical experience in swimming teaching for adults and juniors	AF / I / E
•	Preparation of lesson plans	AF / I / E
<b>Desirable</b>		
•	Use of computer-based systems, in particular swimming lesson programmes	AF / I
•	Some knowledge of other aquatic activities, e.g. lifesaving, diving, aquacise, school curriculum	AF / I / E
•	Experience in teaching other aquatic activities e.g. lifesaving, school swimming etc.	AF / I / E
•	Some experience in lesson enrolment administration	AF / I
<b>PERSONAL QUALITIES / OTHER REQUIREMENTS OF THE JOB</b>		
<b>Essential</b>		

•	Commitment to equal opportunities and a good understanding of its relevance to this post.	AF / I / E
•	Commitment to customer care and an understanding of its relevance to this post.	AF / I / E
•	In the event of a declaration of a civil emergency or business continuity event you will be expected to undertake appropriate duties as directed by your line manager these may include working outside the normal working time parameters	AF
•	Must be prepared to work unsocial hours and be flexible to cover for other staff (i.e. working additional hours, as necessary)	AF / I
•	Attend staff training and retake and pass lifesaving qualification as required	AF / I
•	Be willing and able to work at any establishment	AF
•	Annual leave to be taken at time when will not disrupt the continuity of the lesson programme	AF
•	RLSS UK National Pool Lifeguard Award or be able to pass within six	AF / I
•	Attend CPD events \ courses as directed.	AF / I
<b>QUALIFICATIONS</b>		
<b>Essential</b>		
•	ASA Teachers Certificate level 2	AF / I
<b>Desirable</b>		
•	RLSS Teachers' Certificate	AF
•	Appropriate qualification in teaching or other aquatic activities	AF / I
<b>OTHER REQUIREMENTS</b>		
<b>Essential</b>		
•	To display the council's values and behaviours when carrying out the job role	Application Form, Interview
•	To perform the job role in accordance with the specified level of the council's Competency Framework	Application Form, Interview
•	Commitment to self-development, service improvement and organisational effectiveness	Application Form, Interview

<b>COMPETENCY REQUIREMENT:</b>		
<b>Seeing the Big Picture</b>	<p>Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with and supports the council plan and the wider public needs and the national interest. For all staff, it is about focusing your contribution on the activities which will meet the council goals and deliver the greatest value.</p> <p>For leaders, it is about scanning the political context and taking account of wider impacts to develop long term implementation strategies that maximise opportunities to add value to the customer and support economic, sustainable growth.</p>	Interview
<b>Level: 1</b>		
<b>Changing and Improving</b>	<p>People who are effective in this area take initiative, are innovative and seek out opportunities to create effective change. For all staff, it's about learning from what has worked as well as what has not, being open to change and improvement, and working in 'smarter', more focused ways.</p> <p>For leaders, this is about creating and encouraging a culture of innovation and allowing people to consider and take informed decisions. Doing this well means continuously seeking out ways to improve policy implementation and build a leaner, more flexible and responsive council. It also means making use of alternative delivery models including digital and partnership approaches wherever possible.</p>	Interview
<b>Level: 1</b>		
<b>Making Effective Decisions</b>	<p>Effectiveness in this area is about using sound judgement, evidence and knowledge to arrive at accurate, expert and professional decisions and advice. For all staff it's being careful and thoughtful about the use and protection of council and public information to ensure it is handled securely and with care.</p> <p>For leaders it's about reaching evidence based strategies, evaluating options, impacts, risks and solutions and creating a security culture around the handling information. They will aim to maximise return while minimising risk and balancing a range of considerations to provide sustainable outcomes.</p>	Interview
<b>Level: 1</b>		
<b>Leading &amp; Communicating</b>	<p>At all levels, effectiveness in this area is about showing our pride and passion for public service, communicating purpose and direction with clarity, integrity, and enthusiasm.</p> <p>It's about championing difference and external experience and supporting principles of fairness of opportunity for all.</p> <p>For leaders, it is about being visible, establishing a strong direction and persuasive future vision; managing</p>	Interview
<b>Level: 1</b>		

	and engaging with people in a straightforward, truthful, and candid way.	
<b>Collaborating and Partnering</b>	People skilled in this area are team players. At all levels, it requires working collaboratively, sharing information appropriately and building supportive, trusting and professional relationships with colleagues and a wide range of people within and outside the council, whilst having the confidence to challenge assumptions. For senior leaders, it's about being approachable, delivering business objectives through creating an inclusive environment, welcoming challenge however uncomfortable	Interview
<b>Level: 1</b>		
<b>Developing self and others</b>	Effectiveness in this area is having a strong focus on continuous learning for oneself, others and the organisation. For all staff, it's being open to learning, about keeping one's own knowledge and skill set current and evolving. For leaders, it's about investing in the capabilities of our people, to be effective now and in the future as well as giving clear, honest feedback and supporting teams to succeed. It's also about creating a learning and knowledge culture across the organisation to inform future plans and transformational change	Interview
<b>Level: 1</b>		
<b>Delivering Value for Money</b>	Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and implementing solutions which achieve the best mix of quality, and effectiveness for the least outlay. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money. For leaders it's about embedding a culture of value for money within their area/function. They work collaboratively across boundaries to ensure that the council maximises its strategic outcomes within the resources available	Interview
<b>Level: 1</b>		
<b>Managing a Quality Service</b>	Effectiveness in this area is about valuing and modelling professional excellence and expertise to deliver service objectives, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality, secure, reliable and efficient service, applying programme, project and risk management approaches to support service delivery. For leaders, it is about creating an environment to deliver operational excellence and creating the most	Interview
<b>Level: 1</b>		

	appropriate and cost effective delivery models for public services	
<b>Delivering at Pace</b>	Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it's about working to agreed goals and activities and dealing with challenges in a responsive and constructive way. For leaders, it is about building a performance culture where staff are given space, authority and support to deliver outcomes. It's also about keeping a firm focus on priorities and addressing performance issues resolutely, fairly and promptly	Interview
<b>Level: 1</b>		