

# Swimming Teacher

## Job Description and Person Specification

21 April 2016



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<b>Role:</b>	Swimming Teacher
<b>Accountable to:</b>	Sports Centre Manager
<b>Location:</b>	Woodrow High House, Amersham, Buckinghamshire
<b>Salary:</b>	£17.21 per hour plus holiday pay and uniform
<b>Hours:</b>	To be mutually agreed
<b>Leave:</b>	39 days inclusive of Bank Holidays and Christmas Closure Days which will be given as pro rata “rolled up” holiday pay

## An introduction to London Youth

Our mission is to support and challenge young people to become the best they can be.

Our vision is that all young Londoners access a wide range of high quality opportunities for learning and fun, beyond family and formal education, building strong trusted relationships with adults and their peers; leading to broadened networks and increased confidence, character and skills.

We want all young Londoners to have the best of this incredible capital city; for it to invest in their potential, encourage them as leaders in their communities and open up opportunities for them to thrive.

We support a network of over 400 diverse community youth organisations where young people choose to go. With unique reach to over 75,000 young Londoners, we deliver programmes with and through this network in every London borough and out of town at our two residential learning centres.

We nurture a breadth of expertise, because it creates integrated pathways for young people to learn in a range of settings through sports development, youth leadership, outdoor education and employability. By developing youth organisations and young people simultaneously we strive for impact and sustainability.

We work with all young people, but place a particular emphasis on those who wouldn't otherwise have access to the kind of opportunities we offer.

We are committed to quality standards, learning and understanding what works. And we involve young people at all levels of leadership and decision-making.

We support and challenge all our staff and volunteers to be the best we can be ourselves.

We deliver our mission through four strategic objectives:

- ✓ Developing, training, connecting and quality assuring our membership network to deliver good youth work
- ✓ Creating a broad range of opportunities for young people (with and through our members) that improve their all-round confidence, character and skills
- ✓ Ensuring our expertise and the on-the-ground voices of youth workers and young people influence public policy, practice and opinion
- ✓ Being the best we can be ourselves; financially robust and a great place to work

Because good youth work works: it helps turn young people into great adults.

## **About us**

Woodrow High House is an outdoor education and training centre set in the Chiltern Hills. We provide training and development opportunities for our capital's youth, local schools and clubs as well as a diverse array of community groups and organisations.

The Sports Centre, where the post will be based offers a variety of services to the local community including a Swim School seeing around 900 children per week learning to swim, along with local groups using the swimming pool and enjoying our fitness class programme. We also have an Astroturf pitch and indoor sports hall.

The Swim School runs both small group and private lessons seven days a week. We run a comprehensive and progressive programme that starts with introducing babies to the pool from nine months of age and continues for children and adults of all ages and abilities.

We focus on quality rather than quantity. Our lessons run in line with the school terms with Crash Courses running during school holidays. With excellent pupil: teacher ratios, our teachers stay in the water until children can swim five metres and we have an RLSS Lifeguard on poolside for all classes.

## **Job Purpose**

We have teaching hours available for the forthcoming autumn term.

The purpose of the role is to lead safe, effective, meaningful and interesting swimming lessons for adults and children of all ages and abilities (potentially including those with special needs) and providing top rate customer service to all customers.

## **Important dates to note**

Please submit your application as soon as possible. We will deal with each application as it comes in order to fill these hours quickly.

Please read on for information about the role and the sort of people we're hoping to attract to the role.

## **About The Role and Training**

You will be working as part of a strong team to deliver quality swimming lessons by:

- Ensuring the lessons are suitably developed for all pupils including those who have special needs.
- Developing swimming skills, monitoring the performance and assessing pupils in order to achieve relevant awards and for the pupils to progress.
- Preparing a Scheme of Work for each ability level that you teach.
- Planning lessons and teaching classes to the required scheme.
- Ensuring the appropriate and safe use of teaching aids and equipment
- Ensuring that all equipment is maintained in a clean and usable condition and stored tidily and safely at all times, reporting any defects to the Sports Centre Manager or Duty Manager.
- Ensuring that all procedures and administrative tasks are carried out (completion of registers, recording pupils' progress and completion of pupils' assessment forms).
- Ensuring that all classes run within the set timescales.

- Wearing the appropriate, designated uniform.
- Keeping up-to-date in teaching development, skills and knowledge, ensuring that all relevant qualifications required for the post are kept current by attending at least one CPD every two years and by attending in-house training and meetings as required.
- Maintaining a friendly, helpful and positive attitude to customers at all times and respond positively to their comments/complaints.
- Working in accordance with procedures laid down in the centre's Normal Operating Procedures and Emergency Action Plan.
- Dealing with any Swim School enquiries which come to you and handle cash, as and when necessary.

## **About You**

Woodrow Sports Centre is predominantly used by young people, in line with the charitable mission of London Youth. We want to see evidence that you enjoy working with and developing young people. You must have a passion for helping to make a customer's visit a pleasant experience. You must be ready to communicate with a wide range of people from parents, group leaders or teachers to teenagers and young children, some with learning difficulties or physical disabilities and others with challenging behaviour.

You need to be committed to a high level of customer care for those guests using the Sports Centre. You should be able to deliver an excellent experience for all visitors and want to go that extra distance to ensure that happens.

Please refer in your application to these skills, experience and knowledge.

## **Essential skills, experience and knowledge**

- Hold an ASA Level 2 or an STA Award in Teaching Swimming as a minimum.
- Hold or be willing to work towards a Rescue Test for Teachers and Coaches.
- Have the ability to motivate and encourage swimmers of all ages and abilities and be able to provide and maintain a safe learning environment.
- Be able to assess and evaluate the ability of pupils.
- Have a good knowledge and professional understanding of current good practice.
- The ability to work on your own with minimal supervision and also to work within a team.
- Skill in the application of life-guarding surveillance and rescue techniques.
- Commitment to team-working, and respect and consideration for the skills of others.
- Excellent communication skills when dealing with the public.
- Ability to prepare routine administrative paperwork.
- Ability to follow routine verbal and written instructions.
- Knowledge of customer service standards and procedures and to be able to work in accordance with agreed policies and procedures and instructions.
- An awareness of Health and Safety practice in relation to leisure facilities.

## **Desirable skills, experience and knowledge**

- Previous work as a swimming teacher, teaching swimmers across a range of age groups to a high standard.
- Previous work with children with special needs.
- Rescue test, NPLQ or equivalent qualification.