



## Job Description and Person Specification

<b>Job Title</b>	<b>Swimming Teacher</b>
<b>Location</b>	<b>Aylsham Sports Hub (part of Aylsham Learning Federation)</b>
<b>Responsible to</b>	<b>Aylsham Sports Hub Manager/Assistant Manager</b>

### Role and Context

**General Requirements and Functions:** *(all staff are expected to be familiar with the mission statement, intended student outcomes and objectives of the school).*

1. To maintain the highest quality possible of teaching and learning in swimming in accordance with policies and statutory requirements of relevant national bodies.
2. To accept responsibility for promoting and safeguarding the welfare of children and young persons whom you are responsible for and come into contact with.
3. To ensure that you are aware of the Aylsham Sports Hub (part of Aylsham Learning Federation) health and safety policy and the requirement to produce risk assessments for certain activities.

#### Context

Aylsham Sports Hub offers extensive community use of Aylsham High School facilities through a membership scheme, non-members pay as you go swimming, private hire and classes.

#### Other Job Information (e.g. any special factors or constraints)

Hours to be advised.

### Principle Accountabilities

#### Specific Duties

1. To plan and deliver excellent swimming instruction within the STA ~~–summer–~~learn to swim programme, providing fun, safe and inclusive swimming activities.
2. To assist and complete the relevant administration tasks associated with the post, including registers, progress reports etc.
3. To provide outstanding customer service and to work effectively with customers and colleagues.
4. To maintain the highest standards of teaching, health & safety and customer care in accordance with the facilities operating procedures.

#### Health and Safety

As a swimming teacher you are responsible for the safety and welfare of all users and you must therefore have knowledge of the hub's health and safety policy and relevant instructions for your area of work. Any matter which you consider requires attention in this respect is your responsibility to follow correct procedures and notify the hub manager/assistant manager where relevant. Copies of the current health and safety policy and safety procedures are available in reception and within the pool safety operating procedure.



## Person Specification

This describes the qualifications, experience, skills and knowledge which are essential to do the job to a fully competent level.

Key Areas of Role	Specifications for this Job	Essential/ Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• STA Level 2 certificate in teaching swimming or equivalent</li> <li>• STA level 2 award in teaching swimming</li> <li>• National Rescue Award for Swimming Teachers (NRASTC) Qualification</li> <li>• First Aid at Work (FAW) certificate</li> </ul>	D E D D
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• Sound knowledge of health, safety and relevant legislation relevant to teaching swimming</li> <li>• Experience of teaching a variety of ages and abilities, from beginners through to competent swimmers</li> <li>• Working with children</li> <li>• Experience in working in a busy sports centre environment</li> <li>• Experience in a customer facing role</li> </ul>	E E E D D
<b>Skills and personal qualities</b>	<ul style="list-style-type: none"> <li>• Passionate and committed to teaching of swimming</li> <li>• Engaging and enthusiastic teaching skills</li> <li>• Reliable</li> <li>• Proactive</li> <li>• Possesses humility</li> <li>• Excellent communication and interpersonal skills</li> <li>• Good organisational skills</li> <li>• Shares our co-operative values</li> <li>• Willingness to use a variety of teaching strategies</li> <li>• Good leadership skills</li> <li>• Able to work independently and as part of a team</li> <li>• Ability to manage time effectively</li> <li>• Willingness to work flexible hours</li> </ul>	E E E E E E E E E E E E E E



## General Information

- The job descriptions details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job
- All work performed/duties undertaken must be carried out in accordance with relevant policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management
- Aylsham Sports Hub (part of Aylsham Learning Federation) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

## Ethos

"Learning Together for Excellence"

We believe that every child is capable of achieving success and excellence through hard work, focused concentration and regular deliberate practice.

We are a safe, warm and welcoming community that always looks to treat each other with respect.

Our code of conduct of respect for yourself, respect for others, and respect for the environment help our community to thrive.

## Values

We are a member of The Aylsham Cluster Trust - TACT a co-operative trust. We uphold the co-operative values:

**Self-help** - we help people to help themselves

**Self-responsibility** - we take responsibility for, and answer to our actions

**Democracy** - we give our members a say in the way we run our organisation

**Equality** - we are genuinely inclusive and pursue success for everyone

**Equity** - we carry out our work in a way that is fair and unbiased

**Solidarity** - we share interests and common purposes with our members and other co-operatives

## Our Ethical Values are:

**Openness** - nobody's perfect, and we won't hide it when we're not

**Honesty** - we are honest about what we do and the way we do it

**Social responsibility** - we encourage people to take responsibility for their own community, and work together to improve it

**Caring for others** - we are a nurturing community that takes care of each other and we regularly support charities and local community groups