

Job Title: Swimming Instructor

Accountable to: Swimming Co-ordinator

Responsible For: Teaching groups

Essential Qualifications:

- ASA/UKCC Level 2 certificate in teaching aquatics (or equivalent level 2)
- ASA Teacher/Coach License
- RLSS rescue test for swim teachers and coaches (minimum recommendation)
- Other complimentary ASA qualifications (Adult and Child, Disability, other aquatics)
- Evidence of continuing professional development (CPD)

Skills required:

- Excellent communication skills
- A calm and professional approach to inspire confidence and motivate swimmers
- The ability to encourage people and put them at ease
- Perseverance and patience
- Self-motivated with the ability to work with the minimum of supervision
- A commitment to swimming participation for all
- Sound organisational skills including use of scheme of work session plans
- Ability to assess and report achievement

Main Duties:

- To work with a group of swimmers to help them achieve the aims required, to the facility's agreed session plans (ASA National Plan for Teaching Swimming)
- To maintain up-to-date register of all swimmers attending each session, enabling the instructor to complete end of term reports
- Make a note of details of any particular needs of an individual swimmer
- Abide by all policies and codes as requires by the facility
- Ensure that all qualifications are renewed and updated as and when required
- Be aware and understand the facility Emergency Action Plan and Normal Operating Procedures (EAP&NOP)
- Attend meetings/training where appropriate
- To follow and promote the ASA Child Protection policy
- Maintain Qualifications

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with The Hawthorns School's Child Protection Policy Statement at all times. If in the course of carrying out their duties, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the School's Child Protection Officer or to the Headmaster.

It is the School's firm policy to promote a happy, professional, yet 'family' atmosphere and to develop the potential of all pupils and staff. Informal and formal staff induction and appraisal occur through a Professional Development Leader (PDL) framework.