

SWIMMING INSTRUCTOR

REQ190784

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Job Description

Job Grade: Grade 5 pro rata per annum

Job Purpose To provide a high quality swimming teaching programme in response to need

Key Tasks

- Plan a programme of activity appropriate to the age and ability of the target group within the guidelines of the Swim England Framework.
- Lead group members through the planned programme of activities ensuring all members have equal opportunity to develop their individual and group skills.
- Provide scheme of work including aims and objectives for sessions taught.
- Ensure that health and safety procedures are followed at all times.
- Mentor any assistant(s) helping with the programme.
- Attend termly staff meeting.
- Attend relevant training/seminars.
- Attend a minimum of one distance swim per year.
- Arrive 15 minutes before the start of the session to set up pool and equipment and finish 15 minutes after the last session to clear away equipment.
- Continuously monitor and assess individuals progress and provide a feedback to the Learn to Swim Coordinator or Parents/Guardians when necessary.
- Work with the Swim England course tutors as necessary.
- Work within the guidelines of Loughborough University's Safeguarding Policy.
- Register group members at the beginning of a session.
- To promote adherence to ethical guidelines and regulations with regard to drugs and doping in sport, in line with UK Anti-Doping (UKAD) guidelines and the Loughborough University 'Clean Sport' commitment.

Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed

Special Conditions

You must attend three Team Meetings and at least one Distance Swim Event per year for which additional payment will be made.

You will also be expected to attend any training or development courses/CPD, which the university requires you to attend.

All swimming instructors will be required to provide a disclosure statement (see <http://www.gov.uk/disclosure-barring-service-check>) for more details.

Successful completion of probation will be dependent on attendance at the University's mandatory courses.

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Organisational Responsibility

Reports to the Facility Manager

Person Specification

Your application will be reviewed with respect to meeting the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

| Area | Criteria | Stage |
|-----------------------------|---|-------|
| Experience | Experience of working with children | 1,2,3 |
| | Experience of working with groups of 8-16 people/children | 1,2,3 |
| | Experience of working as part of a team | 1,3 |
| Skills and Abilities | Excellent communication and interpersonal skills | 1,3 |
| | An attitude that is sympathetic and encouraging to group participants | 3 |
| | A willingness to adopt new procedures as and when required | 1,3 |
| Training | Willingness to undertake further training as required | 1,3 |
| | Evidence of having undertaken further training | 1,3 |
| Qualifications | Recognised in Swimming Teaching qual (RCF Framework Level 2) | 1,3 |
| Other | Evidence a good working knowledge of equal opportunities and understanding of diversity in the workplace | 1,3 |
| | Knowledge of Health & Safety legislation | 3 |
| | Commitment to observing the University's Equal Opportunities policy at all times | 1,3 |
| | To provide a satisfactory disclosure statement (see http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/ for more details) | 1,3 |
| | A commitment to observe and uphold the SDC's 'Clean Sport Policy' | 1 |

Desirable Criteria

| Area | Criteria | Stage |
|-----------------------|---|--------|
| Experience | Some swimming teaching experience | 1,2, 3 |
| | Previous experience of working in a leisure environment | 1,3 |
| | Experience of monitoring, evaluating and report writing. | 1,3 |
| | Experience in teaching a variety of classes (rookie lifeguard, waterpolo, adult & child etc). | 1,3 |
| | Some experience in teaching adults | 1,3 |
| | Experience with using Learn2 tablet software | 1,3 |
| Qualifications | RLSS National Pool Lifeguard qualification and/or RLSS Teachers Water Rescue Test | 1 |
| | First Aid qualification | 1 |

Conditions of Service

This position is **part-time** working 3.5 hours per week (Saturday or Sunday, 8:45am-12:15pm) with the option of additional hours within the week. This post is **open-ended, term-time only** (35 weeks per year). Salary will be on Operational Services Grade 5, (£24,771 - £29,515 pro rata per annum), subject to an annual pay award at starting salary to be confirmed on offer of appointment.

As the work is on a term-time basis, you will not be permitted to take annual leave when you are required to work. As such, you will be paid a supplement for your annual leave entitlement in addition to your monthly pay.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Grades 1 to 5 staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

Applications

Application Closing Date: 5 September 2019

Interviews will take place on 10 September 2019