

## **SWIMMING INSTRUCTOR**

**Job Ref: REQ230506**

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**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 (Point 26) 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 ASA National Plan for Teaching Swimming.
- Lead group members through the planned programme of activities ensuring all members have equal opportunity to develop their individual and group skills.
- Provide lesson plans including aims and objectives for sessions taught.
- Ensure that health and safety procedures are followed at all times.
- Take responsibility for any assistant(s) helping with the programme.
- Attend staff meetings, a minimum of one per term (3 per year). If unable to attend an alternative date/time must be found.
- Attend relevant training/seminars.
- Attend a minimum of one distance swim per year (Sundays 2-5pm).
- 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.
- Complete a 'self-evaluation' each term.
- Monitor and evaluate the programme(s) and provide brief written reports at periodic intervals.
- Work with the ASA course tutors as necessary.
- Work within the guidelines of 'aquamark'.

- Register group members at the beginning of a session and, where group members are under 14, follow child care guidelines.
- 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**

Contract is for a minimum of 4 hours per week on a Saturday or Sunday for 35 weeks per year between September and early July.

As work is on a term-time basis, you are not permitted to take annual leave when you are required to work. You will be paid a supplement for your annual leave entitlement at the end of each academic year.

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

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 which include Respecting Diversity and, where appropriate, Recruitment and Selection.

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.  | 1,3   |
|                      | Experience of working with groups of 8-16 people/children.  | 1,3   |
|                      | 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 National Governing Body qualification in Swimming Teaching (at 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 <a href="http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/">http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/</a> ) 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.   | 1,3   |
|                | Previous experience of working in a leisure environment.                           | 1,3   |
|                | Experience of monitoring, evaluating and report writing.                           | 1,3   |
| Qualifications | RLSS National Pool Lifeguard qualification and/or RLSS Teachers Water Rescue Test. | 1     |
|                | Current First Aid qualification.   | 1     |

## Conditions of Service

Part time; term time only (3.5 hours per week). Salary will be on Operational Services Grade 5, £32,982 pro rata per annum.

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/>