

SWIMMING INSTRUCTOR

Job Ref: REQ260302

School/Department summary:

Loughborough Sport is the overarching sport and physical-activity Professional Service of Loughborough University. It covers a wide spectrum: elite performance sport, recreational sport, coaching and volunteering, facilities, student clubs, and inclusive programmes.

Job Description

Job Family and Grade: Operational Services Grade 5 OP5 (spinal point 26) pro rata per annum

Job Purpose: To deliver safe, engaging, and effective swimming lessons that support skill development and water confidence for all participants.

Key Tasks

- Plan a programme of activity appropriate to the age and ability of the target group within the guidelines of the Swim England 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 Swim England 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 childcare 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 outlined in the document.

Special Conditions

Saturday or Sunday for 38 weeks per year between September and early July.

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

Organisational Responsibility

Reports to the Duty Manager.

Person Specification

Your application will be assessed based on the essential and desirable criteria listed below.

Applicants are strongly encouraged to explicitly demonstrate how they meet each essential (and desirable) criteria at the application stage. The criteria that you need to demonstrate in your application will be listed as Stage 1 in the table below.

Stages of assessment are as follows:

- 1 – Criteria measured within the Application
- 2 – Criteria measured at Test/Assessment Centre/Presentation
- 3 – Criteria measured at 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 http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/) for more details.	1,3
	A commitment to observe and uphold Loughborough Sport's 'Clean Sport Policy'.	1

Desirable Criteria: These are skills, experience and competencies that are additional extras that may be used to narrow the pool down if we receive a high volume of applications that meet the essential criteria.

Area	Criteria	Stage
Experience	Previous 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

The appointment will be subject to the [University's Terms and Conditions of Employment](#) relevant to the job grade.

Shared University Responsibilities

As a member of the Loughborough community, you are expected to:

- Take reasonable care of yourself, others and the environment, and to prevent harm by your acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Sustainability Policies & Procedures.
- Support and contribute to the University's commitment to Equity, Diversity, and Inclusion (EDI), while carrying out all duties in a way that respects these principles and upholds the right to free expression. Further information about EDI at Loughborough and our strategic aims is available on our website.

Our Purpose, Vision, and Values

Our purpose, Vision and Values underpin all that we do and shape how we work together at Loughborough.

We're proud to promote our values: **Adventurous, Collaborative, Creative, Authentic** and **Responsible**. Our people bring these values to life every day, and they are central to the positive and supportive culture that makes Loughborough unique.

If you join us, you'll be encouraged to bring these values to life in your own work and contribute to the positive, supportive culture that makes Loughborough unique.

Read more about our [vision and values](#).

Our Accreditations



We strive to create a culture that supports equity 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 career.



We are proud to be a [Race Equality Charter Member](#). The Charter aims to improve the representation, progression and success of all minority ethnic staff and students within higher education and address issues of racism within higher education institutions (HEIs).



We are proud to be a Disability Confident Employer and have adopted a proactive approach to employing disabled people and to creating a more diverse workforce. We ensure that our recruitment processes are inclusive and accessible. We guarantee to offer an interview to all applicants who have declared a disability, provided that the essential criteria for the role are met. We proactively anticipate and provide reasonable adjustments and support existing employees who acquire a disability or long-term condition to thrive in the workplace.



We are a real living wage employer, and our Living Wage Employer Mark shows our commitment to paying our staff according to the cost of living.



We are proud supporters of the [City of Sanctuary movement](#) and delighted to be recognised as a University of Sanctuary. This national network brings together, university staff, lecturers, academics, and students, who together work to make Higher Education institutions places of safety, solidarity and empowerment for people seeking sanctuary.

Disclosure and Barring Service Check: This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for a Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions.

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.