

## Lancaster City Council - Job Description & Person Specification

<b>Job Title:</b>	Casual Swimming Teacher	<b>Grade:</b>	GGS6	<b>Job Code:</b>	LCC342
<b>Service/Team:</b>	Salt Ayre Leisure Centre	<b>Role Type:</b>	FIXED	<b>Reports to:</b>	Swimming Coordinator
<b>Line Managers: *Title/s &amp; LCC Code</b>	N/A				

<b>Job Overview</b>
<p>To teach swimming in line with the Swim England learn to Swim Programme. Responsible for monitoring the progress of the swimmers and carrying out associated administrations duties. Ensuring the health and safety requirements are met in line with the pool's normal operating plan and emergency action plan.</p>
<b>Direct Responsibilities</b>
<p>To complete swimming lesson registers, progress, performance and evaluations for each swimmer involved in their swimming lessons and ensure that these are kept up to date and to the required standards.</p> <p>Provide excellent customer service to ensure the customer journey is fulfilling and promotes repeat visits.</p> <p>Ensure all relevant qualifications are kept up to date and regularly attend CPD opportunities.</p> <p>Responsible for conducting regular assessments to ensure that swimmers are placed in the right ability groups and information is updated on the online portal system.</p> <p>Responsible for inspection, maintenance and replacement of all equipment used to deliver the swimming lessons and ensuring compliance with all relevant procedures and guidelines as stated within normal operating procedures</p>
<b>Primary Measurable Objectives</b>
<p>To teach swimming in line with the Swim England Learn to Swim Programme and ensure progress is monitored and maintained for each individual swimmer.</p> <p>Enter the water during stage 1 and stage 2 swimming lessons where applicable.</p> <p>Deliver excellent customer services at all times that exceeds the expectation of our customers, treating customers with courtesy, respect, sensitivity and with an understanding of people's individual needs.</p> <p>To attend meetings and CPD training opportunities relevant to the post, as agreed with the Line Manager</p> <p>To provide swimming teacher cover, if available.</p>

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If the post holder holds an SEQ Level 2 Swimming Teacher qualification, they will be paid at GGS7 and be expected to use their own judgement and experience to resolve problems not covered by procedures. There may be a requirement to mentor Level 1 swimming teachers.

### **Staff Management Responsibilities**

N/A

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<b>Person Specification</b>			
<b>Knowledge &amp; Educational Requirements</b>	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Assessed by: App Form, Interview, Certificate, Test, Other...</b>
<b>Specialised Qualifications &amp; Training</b>	<p>SEQ Level 1 swimming teacher qualification (Working towards Level 2)</p> <p>NPLQ or NRASTAC qualification (or ability to work towards)</p> <p>GCSE Grade C or above in English and Maths or equivalent</p>	SEQ Level 2 swimming teacher qualification (or equivalent)	App Form, Interview, Certificate
<b>Experience</b>	Experience of swimming teaching in previous roles		App Form, Interview
<b>Job Related Skills, Knowledge &amp; Abilities</b>			App Form, Interview
<b>Personal Attributes</b> Including Interpersonal & Communication Skills	<p>This role is public facing therefore the ability to converse at ease with members of the public and provide advice in accurate spoken English. In this instance a role is classed as public facing if, as an intrinsic part of the role, there is a requirement to regularly speak to members of the public in English.</p> <p>The ability to have a flexible approach to work</p> <p>A good range of communication skills.</p>		App Form, Interview

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<b>Special Requirements/Other</b>	The ability to obtain an enhanced Disclosure and Barring Service Certificate		App Form, Interview
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### **Additional information**

#### Lancaster City Council Specific Knowledge

Once in post, demonstrate:

Understanding, implementation and adherence to Lancaster City Council's policies and procedures.

Understanding, implementation and adherence to Our Values.

Understanding of the post holder's own and their team's contribution to the Council's Corporate Plan.

#### General Statement

The above duties and responsibilities do not include or define all tasks that may be required of you. Duties and responsibilities may vary without changing the general character or grade of the role.

As a normal part of your job, you are expected to routinely undertake corporate activities on behalf of your Directorate, appropriate to grade of the role.

#### Learning and Development

You are expected to undertake any training and development appropriate to the current and future needs of the post.

#### Health & Safety at Work

All members of staff are responsible for fulfilling their health and safety roles and responsibilities, as outlined in the Job Description above. It is the employee's responsibility to ensure that they are familiar with the Council's health and safety policy, procedures, work instructions and relevant risk or other health and safety assessments pertinent to their work tasks, and that they carry out their work tasks in accordance with the significant findings of such.

#### Equal Opportunities

Lancaster City Council is an Equal Opportunities employer and has equal opportunities policies with which you are expected to comply at all times. The City Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

#### Climate Emergency

You will be expected to conduct your work activities in a way that demonstrates understanding of, and alignment with the requirements of delivering the Council's response to the Climate Emergency.

#### Community Safety

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of Lancaster City Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

#### Safeguarding

Lancaster City Council delivers a range of services and activities that impact on the lives of children both directly and indirectly. Safeguarding children, ensuring their welfare, safety and health is of paramount importance. We are committed to providing safe and supportive services that will give children the opportunities to achieve their full potential.

<b>Employee Signature:</b>		<b>Print name:</b>		<b>Date:</b>	
<b>Manager Signature:</b>		<b>Print name:</b>		<b>Date:</b>	