

## Job Description

Job Title	Swimming Teacher
Employer	Everybody Sport & Recreation Ltd.
Location	
Contract	
Hours of Work	
Reporting to	Duty Manager or Assistant Manager

### Job Purpose.

Deliver a high standard of swimming instruction within the "Everybody" Learn to Swim Scheme and other swimming arrangements and undertake associated tasks to ensure the provision of safe and enjoyable services.

### Main duties

1. Undertake swimming instruction in accordance with ASA and ESAR guidelines to assist service users to learn to swim and/or improve swimming skills and techniques.
2. Oversee and offer guidance and assistance to Assistant Swimming Teachers so that swimming lessons are safe and effective.
3. Monitor, review and report on participant progress of participants to the parents, the individual, the school and the Leisure Facilities Management Team as required.
4. Undertake clerical and record keeping duties to ensure effective administration of lessons.
5. Participate in emergency procedures and emergency evacuation procedures to ensure the safety of service users.

6. Promote and practise customer care and contribute to improving standards, performance and efficiency by working to the standards of the Quality Management System and Investors in People, and promote equality and health and safety standards.
7. Oversee the handling and storage of supplies and equipment to ensure efficient operation of leisure facilities.

Notwithstanding the detail in this job description, in accordance with the Everybody's Flexibility Policy the job holder will undertake such work as may be determined by the Senior management team from time to time, up to or at a level consistent with the Principal Responsibilities of the job.

#### **IMPORTANT**

##### **THE REHABILITATION OF OFFENDERS ACT**

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Criminal Record Check from the Criminal Records Bureau. The level of check required for this job is Standard/Enhanced Disclosure. Further information is contained in the Further Details document enclosed.