

Job Description

Post Title	Swimming Instructor
Grade	Grade 2 SCP 8 -14
Hrs of work	16 Hrs per week (evenings & weekends)
DSB	Enhanced
Base	Merthyr Tydfil Leisure Centre

Principle Job Purpose

To provide a high quality service to those using Merthyr Tydfil Leisure Learn to Swim programmes and contribute to Merthyr Tydfil Leisure Trusts vision of Enhancing Lives through Leisure and Culture by promoting the benefits of being physically active.

Responsible to: Swimming Lesson Supervisor

Key responsibilities

- To assist the Swimming Lesson Supervisor in the teaching of swimming to children and/or Adults as part of Merthyr Tydfil Leisure Centres' swimming lesson programme.
- To monitor the children's/adults' progress in liaison with the swimming lesson supervisor.
- To communicate with the children's parents /guardians concerning their development, and provide advice on progression through the programme in liaison with the swimming lesson supervisor.
- To complete daily registers and submit to the swimming Lesson supervisor after each sessions
- To deliver 1-1 swimming lessons as and when required.
- To complete timesheets and or ensure use of clocking in machine.
- To ensure all swimming lesson equipment is correctly stored and in good working order at all times.
- To support the philosophy of inclusion within the swimming lessons.
- Respect the confidentiality of all customers and ensure customer forms are filed and administered in accordance with Data Protection policy.
- To provide an excellent level of customer service at all times and deal with any customer contact/complaints/comments professionally and courteously with issues being referred to the appropriate member of staff if necessary.

- To adhere to Merthyr Tydfil Leisure Trust's Health and Safety policy, including the completion of risk assessments, first aid and other requirements.
- To participate in and successfully complete both individual and organisational training and development opportunities as designated by the Swimming Lesson Supervisor.
- To support the achieving of annual targets and budget requirements

General

1. The list of duties in the job description should not be regarded as exclusive or exhaustive. There may be other duties and requirements associated with the post and in addition as a term of your employment you may be required to undertake various other duties as may reasonably be required.
2. The Trust reserves the right to update your job description from time to time to reflect changes in or to the post.

Person Specification

Qualification / Experience

Assessment method

	Essential / Desirable	Application Form	Interview
NPLQ	E	✓	✓
Level 1 & 2 ASA Teachers qualification	E	✓	✓
First Aid qualification	D	✓	
Safeguarding and protecting children	D	✓	
Disability Inclusion Training	D	✓	
Experience of teaching swimming lessons	E	✓	✓
Willingness to undertake additional training	E	✓	✓

Knowledge and Skills

Assessment method

	Essential / Desirable	Application Form	Interview
Good communication skills both written and oral	E	✓	✓
Ability to collect and collate data e.g. registers	E	✓	✓
Ability to adapt coaching style to meet the needs of the participants.	E	✓	✓
Able to communicate through the medium of Welsh	D	✓	
Ability to build a rapport with customers	E	✓	

Additional requirements

Assessment method

	Essential / Desirable	Application Form	Interview
Self-motivated	E	✓	✓
Ability to work as part of team and on own initiative	E	✓	✓
Able and willing to work evenings and weekends	E	✓	✓
Commitment to high quality service delivery	E	✓	