



Tewkesbury School Sports Centre



Casual Swimming Teacher

Start: Immediate

Welcome Letter

Dear Applicant

We seek to appoint a Casual Level 2 Swimming Teacher to join our fantastic team. Tewkesbury School Sports Centre Swim School provides swimmers the opportunity to develop from beginners through to an advanced level.

We are looking for a Swim Teacher to join our team on a casual basis to assist with its delivery of our Swim School lessons. We also run School Swimming lessons and may have some hours available to cover these (run during school hours and term time only).

Currently, our Swim School programme services over 250 children (with a waiting list of over 60 children) and runs for 50 weeks of the year (2 weeks off over the Christmas period) and presently takes place every weekday afternoon from 3.30pm and Saturday mornings from 9am. There are a variety of hours available.

Additional hours will be available for cover, plus School Swimming lessons, as well as having the opportunity to coach 121 Swim Lessons.

Our qualified instructors help all individuals achieve their goals as well as gain confidence in the water. Swimming lessons follow the Swim England Learn to Swim Framework starting at Stage 1 through to Stage 7.

Tewkesbury School Sports Centre is based in the grounds of Tewkesbury School. It is a Dual Use centre, which means that the school students use the facilities during school hours and the wider community can use the facilities in the evenings, weekends and school holidays.

We have recently reopened under the latest government guidance. If you have any questions please email: julia.whybrow@tewkesburyschool.org

Tewkesbury School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This appointment will be subject to vetting, including an enhanced DBS disclosure.

I hope you will consider applying for our Casual Swimming Teacher position and look forward to hearing from you.

Yours faithfully

Mrs Julia Whybrow
Estates Manager

Closing date: Multiple posts available

Interviews will be held: Interviews will be held on an ongoing basis

If you wish to discuss this vacancy further, please email: julia.whybrow@tewkesburyschool.org.

Tewkesbury School is an Equal Opportunities Employer.

Any offer of employment to the above posts will be subject to receipt of a satisfactory disclosure from the Disclosure and Barring Service.

Job Description

Swimming Teacher

Job Title: ASA Level 2 Swimming Instructor

Grade: Competitive hourly rate on a casual claim basis

Purpose of Job: To assist with the provision of a high level of instruction and coaching to customers attending the Sports Centre's swimming coaching programme

Working Pattern: Hours to be dependent on Sports Centre needs and availability, worked on a rota basis including weekend and evenings. Flexibility is required to cover the full range of shifts.

Main Duties and Responsibilities:

The normal duties of the post holder will usually include the following:

- a.) To teach swimming to children from age 4 years old upwards in line with the ASA National Teaching Plan.
- b.) To teach swimming to adults as required
- c.) To assist with the grading and examination of participants in accordance with the guidelines of the governing body. Report the outcome of any examination to participants in a professional manner
- d.) To ensure that all lesson plans and registers are kept up to date.
- e.) To assist the Estates Team in the development of the programme.
- f.) To ensure that the service and facilities are presented in such a way as to give customers the opportunity to have a safe and enjoyable leisure and/or learning experience
- g.) To welcome all users of the facilities promoting a positive image of the facility and School by the provision of high quality customer service.
- h.) To deal with customer comments and questions in a positive manner, ensuring that all feedback is recorded on the appropriate forms and forwarded for action accordingly
- i.) To wear any uniform that the School request.
- j.) To comply with the Emergency Action Plan for the facilities and assist with any such incidents in the appropriate manner.
- k.) To maintain such qualifications as may be required by the School, attend staff training sessions as required and maintain an appropriate level of physical fitness to carry out all duties

- a.) Ensuring that all sessions are delivered in compliance with existing and new Health and Safety legislation and the School's Health and Safety Policy, and ensuring that duties are pursued in a safe manner with due regard to the Health and Safety of yourself and others. To ensure your own health, safety and welfare and that of participants at all times.
- b.) The nature of work in the leisure industry requires that staff recognise the need to be flexible in their working arrangements in response to the needs of the service
- c.) The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment
- d.) To adhere to all School Policy, in particular Equal Opportunities and Health and Safety
- e.) To carry out other specific duties assigned by the Estates Manager which accord with the grade and character of the post

Supervisory Responsibilities

Responsible for customers in swimming lessons and members of public within pool facility

Supervision Received

The school's Swimming Coordinator with regular input will provide general supervision. The post holder will be required, however, to work without direct supervision and be able to exercise sound judgement in resolving issues or referring them to a superior

Principal Contacts

Swimming Coordinator, Sports Centre Staff, Estates Manager, Head teacher, Teaching and Associate Staff, Students, Parents, Governors and members of the public

Supervisory Responsibilities

Qualifications:

- NPLQ / NRASTC or ability to obtain qualification
- First Aid Qualification or willing to obtain
- Minimum 5 GCSE's (or equivalent)
- ASA Level 2 Teachers qualification or equivalent

Experience:

- Experience of work in a similar environment
- Swimming Teaching
- Teaching swimming to all ages and abilities
- Planning and delivering sessions to young people in a variety of settings
- Understanding of swimming structures & development pathways at local regional and national level

Aptitudes/Skills:

- Excellent communication skills
- Willingness to work with different partners
- Problem solving skills
- Lesson programming and forward planning
- Adaptability
- Must be able to develop positive working relationships with customers, schools, clubs, and other organisations.
- Ability to work under pressure.
- Must have sound knowledge of programming of coaching courses and activities, with particular emphasis on swimming lessons and the ASA National

Personal Qualities:

- Able to accept responsibility
- Customer focus
- Passion for sports and enthusiasm to promote a culture of sports and fitness
- Positive attitude
- Flexible approach to working arrangement
- Good organisational skills
- Leads by example – a role model to young and older participant
- Reliable and conscientious

Interests:

- Any/All sports
- Physical fitness

Physical:

- Manual handling
- Good standard of health and fitness
- Physically fit to meet demands of the job
- High standard of personal presentation
- Ability to swim

Any other (not specified above):

- Commitment to Health and Safety
- Full driving licence