

# Swimming Instructor Job Description



---

<b>Job Title:</b>	Swimming Instructor	<b>Ealing GLPC Grade:</b>
<b>School:</b>	Horsenden Primary School	<b>Post No:</b>
<b>Line Manager:</b>	Swimming Pool Manager	
<b>Supervisory responsibility:</b>	None, apart from assisting in work familiarisation of new members of staff	
<b>Hours:</b>	As and when required, all year round	

---

## Main purposes of the job

- Ensure all poolside activities and scheduled swim lessons are promoted effectively and delivered to the highest standard, creating an exceptional experience for our members.
- Providing a safe and enjoyable environment for all of our members within the pool & surrounding areas.
- To work under the specific supervision, instruction and guidance of the Swimming Pool Manager to support the teaching and learning activities in lessons.
- To provide general support to the Swimming Pool Manager in the organisation and management of pupils and the swim school.
- To assist the Swimming Pool Manager in creating and maintaining a purposeful, orderly and supportive learning environment.
- To promote the inclusion of all pupils, ensuring they have equal access to opportunities to learn and develop.
- To be responsible for promoting and safeguarding the welfare of children and young people within the swim school.

---

## Main responsibilities and tasks

1. To arrive in good time before the lesson starts, to ensure facilities are set up appropriately.
2. Check equipment, such as noodles and floats are fully operational and lane ropes are correctly placed.
3. Wear correct uniform at all times.
4. Exceed minimum service standards throughout your lessons.
5. Deliver great customer service by providing personal attention and care to all members.
6. Present and conduct yourself in an appropriate manner with courtesy and regard for others.
7. Check all new swim school pupils are inducted correctly into each class and you are aware of any pre-existing medical conditions.
8. Teach all stages in accordance with Swim England.

# Swimming Instructor Job Description



9. Accurately complete records for the function to track attendance and improvements making sure individual, team and department targets are being consistently met.
10. For the duration of the lesson to instruct, provide feedback and encouragement to pupils.
11. Inform the Swimming Pool Manager as soon as possible of any cover required.
12. Handle customer complaints or concerns, referring them to the Swimming Pool Manager where appropriate.
13. Complete assessments and reports within the Swim School schedule as required.
14. Log and report any incidents/accidents or any other concerns to the Swimming Pool Manager.

## Support to the swim school

15. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, SEN/Inclusion and data protection reporting all concerns to the appropriate named person.
16. To assist with the supervision of pupils out of lesson time but during the school day, within contracted hours as necessary for their safety.
17. To assist with the general pastoral care of pupils, including helping pupils who are unwell, distressed or unsettled.
18. To attend relevant meetings and participate in relevant training and performance development as required.
19. To adhere to school health and safety policy including risk assessment and safety systems.
20. To adhere to school policy on equality and diversity.

---

## Signatures of line manager and job holder

Signature of Manager: \_\_\_\_\_

Date:     /     /

Signature of Post holder: \_\_\_\_\_

Date:     /     /