

# Swimming Instructor Person Specification



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<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	

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## Essential Requirements

All swimming teachers/coaches must have achieved, as a minimum, at least one of the following qualifications:

1. ASA/UKCC Level 2 Certificate for Teaching Aquatics.
2. ASA/UKCC Level 2 Certificate for Coaching swimming.
3. Water safety/ NPLQ Qualification.

## Education and Experience

4. Experience of working as a swimming instructor (or equivalent) for a minimum of one year.
5. Have experience of teaching groups of adults/children swimming, following a lesson plan.

## Knowledge, Skills and Abilities

6. Ability to plan and deliver lessons ensuring adherence to lesson plans.
7. Ability to inspire confidence and motivate swimmers.
8. An understanding of how to differentiate in a coaching session.
9. Ability to correct faults in swimming techniques and identify ways to improve performance.
10. Ability to communicate the progression of activities to a range of people e.g. staff, parents.
11. Ability to treat children and adults with respect and expect to be respected in turn.
12. Ability to communicate verbally and in writing (e.g. relaying information) to staff, children, parents and emergency services.
13. Ability to respond in a friendly, efficient and effective manner in person AND over the telephone
14. Ability to keep records such as registers, assessments sheets etc. in order and up to date.
15. Ability to work as a member of a team.
16. Ability to identify possible hazards/risks and ensure the safety of all participants.

## Commitment and Personal Equalities

17. Be reliable and punctual with a good record of attendance.
18. Enthusiastic with a positive attitude towards swimming.
19. Be willing to attend or participate in relevant training e.g. health and safety, safeguarding, swimming training courses etc.

**Prepared by:** \_\_\_\_\_

**Date:** / /

**Agreed by:** \_\_\_\_\_

**Date:** / /