

# **Swimming Teacher**

## **Regional Pool & Tennis Centre and Active Living Centre**

**Level 1 Grade 3 SCP 14-17 £9.90 per hour**  
(top-up as part of the Real Living Wage)

**Level 2 Grade 5 SCP 21-25 £11.38 per hour**

Newport Live is an award winning not for profit sport, leisure, and cultural trust; and registered UK Charity with an excellent track record of delivering innovative programmes and services to our communities and residents that *'inspire people to be happier and healthier'*.

We are looking to recruit part- time Swimming Teachers to join our Swimming Team based at the Regional Pool and Tennis Centre & Active Living Centre programmes.

You will be a pivotal member of the team in delivering and maintaining effective and high-quality swimming lessons for children, young people, and adults as part of our integrated swimming programme.

You will hold a minimum of an ASA/ STA Level 1 Swim Teachers qualification along with the relevant experience within coaching, demonstrating ability to deliver high quality swimming lessons to young people and adults across a wide range of abilities.

The post is exempt from the Rehabilitation of Offenders Act (1974) and is subject to a successful Disclosing and Barring Service (DBS) check.

For an informal discussion about the post please contact Newport Live enquiries on 01633 656757 and ask to speak with Matthew Tutton, Swimming Manager, or email [matt.tutton@newportlive.co.uk](mailto:matt.tutton@newportlive.co.uk)

### **Application Process**

You can download an application form and job description via the Newport LIVE website [www.newportlive.co.uk](http://www.newportlive.co.uk) alternatively they are available via e-mail request from [jobs@newportlive.co.uk](mailto:jobs@newportlive.co.uk)

Please return the completed application forms to [jobs@newportlive.co.uk](mailto:jobs@newportlive.co.uk)

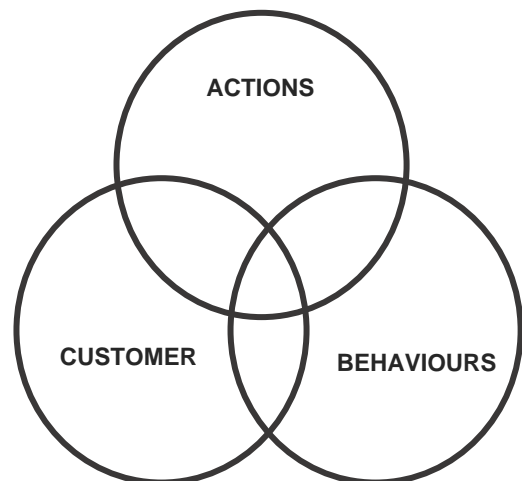
## JOB DESCRIPTION

|                                   |  |
|-----------------------------------|--|
| <b>POST:</b>                      | <b>Casual Swimming Teacher</b>   |
| <b>JOB PURPOSE:</b>               | To assist the Swimming Manager in the implementation of the Newport Live, Weekly Learn to Swim Programme. To deliver and evaluate swimming lessons (following the new Learn to Swim Wales programme) |
| <b>RESPONSIBLE TO:</b>            | Swimming Manager / Swimming Assistant  |
| <b>SALARY:</b>                    | Level 1 Grade 3 SCP 14-17 £9.90 per hour<br>Level 2 Grade 5 SCP 21-25 £11.38 per hour  |
| <b>KEY RELATIONSHIPS:</b>         | Members of the public, Swimming Manager, Swimming Assistant, Head Swimming Coach, and all Newport Live colleagues.   |
| <b>BASE LOCATION:</b>             | <b>Regional Pool and Tennis Centre and Active Living Centre</b>  |
| <b>MANAGEMENT RESPONSIBILITY:</b> | Swimming Lessons – Pupils  |

### I will be successful in my role when:

- All of my key operational responsibilities are consistently delivered to a high standard.
- I achieve all key performance indicators specific to my role.
- I role model the behavioural values of Newport Live through my performance.
- I work collaboratively across departments and service areas to deliver exceptional customer service to Newport Live's customers.
- Through my performance and passion, I inspire people to be happier and healthier

### HOW MY PERFORMANCE IS MEASURED



### **DISCLOSURE AND BARRING:**

This post may result in you having contact with children, the elderly, sick or disabled. Newport Live, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children's Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those this would normally be regarded as spent. You must complete the relevant section on the application form, applications will be returned if this section is incomplete. If successful in your application, you will subject to a Disclosure and barring check.

**OPERATIONAL RESPONSIBILITIES:**

- 1** To assist with teaching swimming lessons as part of the city's Integrated Swimming Programme and following the New Learn to Swim Wales Teaching framework.
- 2** Prepare, implement and evaluate schemes of work in order to ensure continual development of all children.
- 3** To maintain accurate records of all participants including attendance, attainment and progress.
- 4** To ensure that lessons plans and records of achievement are maintained accurately and returned to all relevant colleagues
- 5** To promote the sport of swimming and help provide links to all aquatic clubs, to all children & parents who attend the Weekly Learn to Swim Wales Programme.
- 6** Be responsible for the safe preparation of facilities and equipment as required by the Learn to swim programme, and for checking set-up of facilities and equipment undertaken by Recreation Assistants.
- 7** To ensure compliance with all statutory legal requirements and in particular the Health & Safety at Work Act (1974) and Child Protection Act.
- 8** Willingness to assist in the organising and delivery of Swimming galas and events.
- 9** To undertake training, as/when required, as part of the Swimming Development continual development programme.
- 10** To deliver excellent customer service
- 11** To attend Swim Teachers Forums/Meetings as and when requested.
- 12** To undertake any other duties commensurate with the grade as requested by the Swimming Manager, Swimming Assistant, and Head Swimming Coach.

**The person undertaking this role is expected to work within the policies, ethos and aims of Newport Live and to carry out such other duties as may reasonably be assigned by the Chief Executive of Newport Live.**

**The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.**

**The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.**

**The post holder will work to deliver agreed performance objectives; these will be reviewed on a regular and formal basis through Newport Live performance management processes.**

## SWIMMING TEACHER – PERSON SPECIFICATION

| Area  | Essential  | Desirable  |
|---|--|--|
| <b>Qualifications</b>                       | 1.1 A minimum of an ASA/STA Level 1 Swim Teachers qualification (A)  | 1.2 Hold a STA/RLSS Lifesaving Teacher's qualification (A)<br><br>1.3 Hold a relevant Adult & Child teaching qualification (A) |
| <b>Knowledge, Skills &amp; Competencies</b> | 2.1 Practical knowledge of the Learn to Swim Wales Programme (A/I/T)<br><br>2.2 Knowledge and understanding of Child Protection Policies in a swimming pool environment (A/I)<br><br>2.3 Ability to communicate effectively, both verbally and in writing with colleagues and customers (A/I/T)<br><br>2.4 Ability to be confident and assertive when occasion demands, yet fully committed to the principles of good customer service (I)<br><br>2.5 Ability to work on own initiative (I/T)<br><br>2.6 Ability to work with young people from varying backgrounds and with children/adults with specific needs (I) | 2.7 Knowledge of swimming guidelines/standards (I)   |
| <b>Experience</b>                           | 3.1 Experience in the organisation, planning and delivery of structured swimming sessions and adapt to varying abilities, needs and ages (A/I/T)<br><br>3.2 A minimum of six months' practical experience of delivering swimming lessons to children / adults in a leisure environment (A/I)<br><br>3.3 Maintaining a high standard of customer service (A/I/T)  | 3.4 Working with people with a disability in a sporting programme (I)  |
| <b>Personal Attributes</b>                  | 4.1 Self-motivated and punctual (I)<br><br>4.2 Patience and understanding whilst working with all pupils including children/adults/groups with specific needs (I/T)<br><br>4.3 Show high levels of professionalism in manner and dress Be able to show commitment to continuous personal development (I)   | 4.4 Willingness to undertake training as part of continuous professional development (A/I)                                     |
| <b>Other</b>                                | 5.1 Ability to work flexible hours (A)   |  |

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|  | 5.2 Understanding and demonstrate a willingness to promote positively the Equal Opportunities Policy of Newport Live (I) |  |
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**Method of assessment (\* M.O.A.)**

A: Application form (including shortlisting)

C: Certificate

E: Exercise

I: Interview

P: Presentation

T: Test

AC: Assessment Centre