



JOB DESCRIPTION & PERSON SPECIFICATION

SERVICE AREA:	Hull Culture and Leisure	POSITION NO:
SECTION:	Leisure	GRADE: 5
JOB TITLE:	Swimming Teacher	DATE PREPARED: 20.11.15
EVALUATION DATE:	24 May 2011	JE NUMBER: HCL2693

DIGNITY AT WORK: To show, at all times, a personal commitment to Looked after Children and treating all customers and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the Company's Equal Opportunities in Employment Policy.

PURPOSE:

To deliver the National Curriculum Key Stage 2 swimming programme and/or Hull's after school Learn to Swim programme. This involves teaching the full range of swimming skills to persons of all ages and abilities whilst maintaining a safe and well supervised environment at all times. This work will involve teaching children with a range physical and learning difficulties.

PRINCIPAL ACCOUNTABILITIES:

Please note decision making must be included within the Principal Accountabilities

1.	To promote and safeguard the welfare of children, young people and/or vulnerable adults.
2.	Organise, pre-assess, teach, motivate and re-assess swimmers, at all levels, to achieve the criteria set down in both the National Curriculum Key Stage 2 and Hull's after school Learn to Swim programmes.
3.	Ensure pupils learn to swim in a safe environment in accordance with Safe Pool operating procedures, at all times.
4.	Respond appropriately to emergency situations to ensure the safety of the service users and administer basic life support when appropriate.
5.	Prepare and deliver schemes of work and lesson plans and record progress in order to maintain consistency amongst teaching staff.
6.	Appraise certify and record the level of achievement of pupils so that performance levels can be evaluated for continuous improvement.
7.	Discuss with pupils/parents/teachers their progress in order that they can make an informed decision about enrolment onto future courses.
8.	To develop appropriate relationships with pupils in order to best facilitate their development.
9.	Prepare and inspect equipment used for the teaching programme to ensure it is well maintained, clean and fit for purpose.
10.	Maintain records of achievement for Ofsted purposes and be responsible for assessing and signing off levels of achievement in relation to the Learn to Swim programme in order to generate income.

11.	There may be a requirement to change the shift/working pattern of the post to meet the needs of the service and match customer demands at short notice, therefore, there is a requirement for flexibility. This will include covering both National Curriculum and Learn to Swim programme lessons.
12.	You may be required to undertake duties associated with a lower graded position in order to ensure continuity and consistency of the service provided which is outside the scope of your normal duties, providing adequate training has been given.
13.	The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on Hull City Council, as your employer and you as an employee of the council. In addition to the Council's overall duties, the post holder has personal responsibility for their own health & safety and that of other employees; additional and more specific responsibilities are identified in the Council's Corporate H&S policy.

GENERAL:

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the Company are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the Company.

DIMENSIONS:

All sections should be completed – if there aren't any state 'none'

1. Responsibility for Staff:

Assistant swimming teacher

2. Responsibility for Customers/Clients:

Learn to Swim programme ratio 1:12 pupils of mixed ability
National Curriculum ration of 1:18 pupils of mixed ability

3. Responsibility for Budgets:

None

4. Responsibility for Physical Resources:

The security and inspection of teaching aids and pool equipment
To clean and maintain equipment in a clean and hygienic state.

WORKING RELATIONSHIPS:

All sections should be completed – if there aren't any state 'none'

1. Within Service Area/Section:

Develop relationship with all staff within their area of work, centre staff and line management.

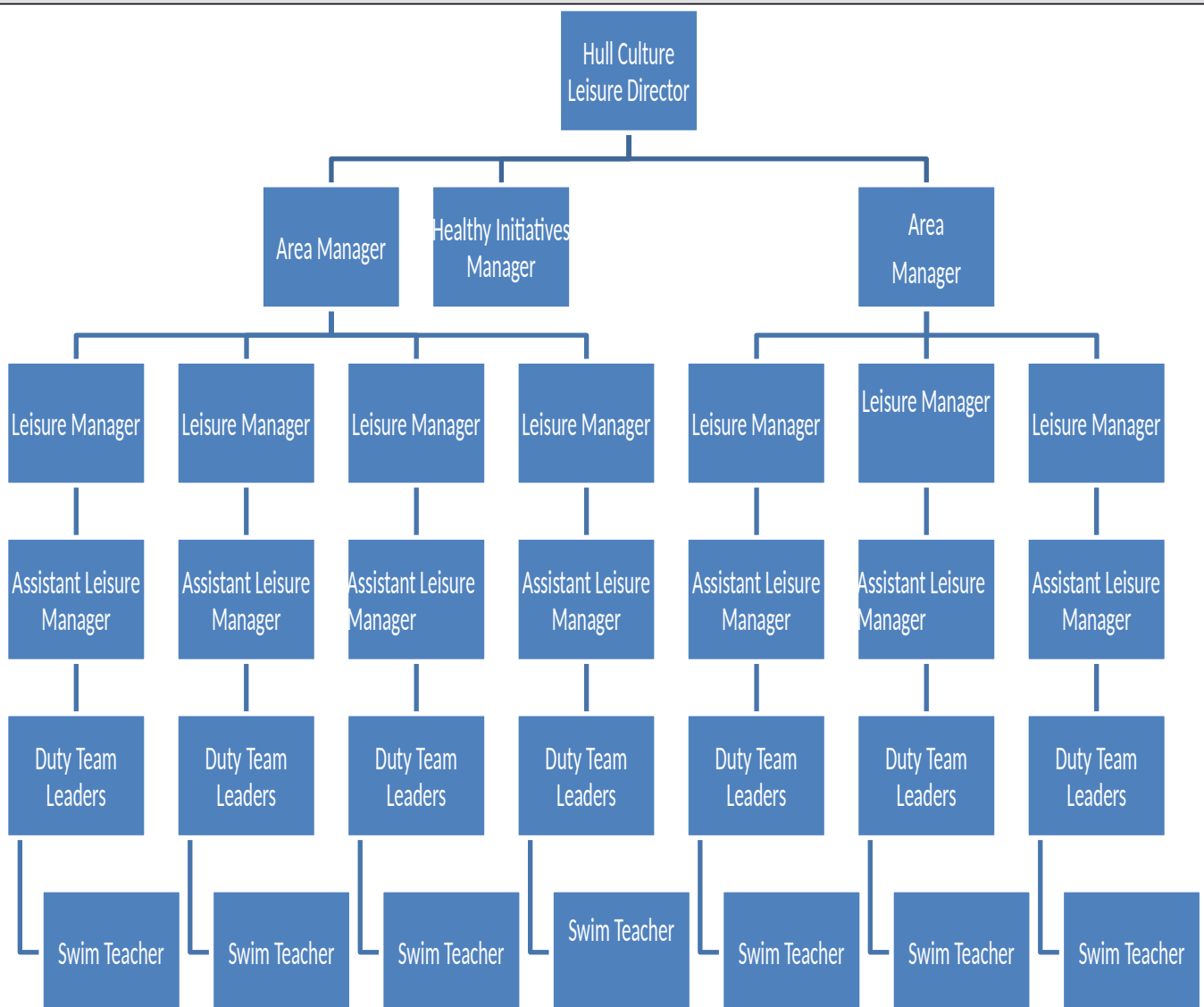
2. With Any Other Council Areas

Links with schools.

3. With External Bodies to the Council

Links with local clubs/Organisations/interested groups.
Ofsted

ORGANISATION CHART:



	Tick relevant level for each category						Supporting Information (if applicable)
	Not applicable	Low	Moderate	High	Very High	Intense	
PHYSICAL DEMANDS: Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).				X		N/A	Very high concentration levels are required. Standing for the full shift. Shouting instructions over high noise levels.
WORKING CONDITIONS: Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).					X	N/A	High temperatures and humidity are normal working conditions in this role. high noise levels and chemical smells are present during working hours.
EMOTIONAL DEMANDS: Exposure to objectionable situations over and above that normally incurred in a day to day office environment.				X			Working with special needs groups and one to one with physically or mentally challenge children

PERSON SPECIFICATION		Tick relevant column		List code/s*
The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only. *Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification. R = References (should only be used for posts requiring		Essential	Desirable	How identified
1.	Qualifications:			
	ASA Teachers Certificate.	X		AF/CQ
	RLSS National Rescue Award for Swimming Teachers and Coaches and /or the National Pool Lifeguard Qualification.	X		AF/CQ
2.	Relevant Experience:			
	Organising, teaching and assessing groups.	/		AF/I/R
	Working with special needs pupils.		/	AF/I/R
	Delivering swimming lessons		/	AF/R/R
3.	Skills (including thinking challenge/mental demands):			
	Motivation to work with, sometimes challenging, children and young people and/or vulnerable adults.	/		AF/I/R
	To develop and maintain appropriate relationships with pupils in order to best facilitate their development.	/		AF/I/R
	To assess practical swimming skills to determine levels of achievement in relation to set guidelines.	/		AF/I/R

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	To organise groups of up to 18 pupils of differing abilities and needs.	/		AF/I/R
	Sensory concentration required for 2 hours at one time.	/		I
	Ability to deal with conflicting demands from pupils, individually or simultaneously by more than one person.		/	AF/I/R
	Demonstrates flexibility when faced with problems or situations which he/she must resolve personally		/	AF/I/R
	Motivation to work with, sometimes challenging, children and young people and/or vulnerable adults.	/		AF/I/R
	To develop and maintain appropriate relationships with pupils in order to best facilitate their development.	/		AF/I/R
	To assess practical swimming skills to determine levels of achievement in relation to set guidelines.	/		AF/I/R
4.	Knowledge:			
	ASA National Teaching Plan & National Key Stage 2	/		AF/I/R
	A knowledge and commitment to safeguarding and promoting the welfare of children, young people and/or vulnerable adults.		/	AF/I/R
	Knowledge of Hull City Councils Learn to Swim Programme		/	I
	Understanding of the barriers affecting pupils learning to swim		/	I
5.	Interpersonal/Communication Skills:			
	Verbal Skills			
	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people and/or vulnerable adults	/		AF/I/R
	Issue clear and concise instructions to pupils with a mix of skills and understanding.	/		AF/R/I
	Accurately demonstrate and talk through swimming stroke techniques.	/		AF/R/I
	Articulate		/	I
	Written Skills			
	Detailed and precise record keeping is required of pupil progress and achievement.	/		AF/I/R
6.	Other:			
	If there aren't any state 'none'			
The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.				
7.	Additional Requirements:			
	If there aren't any state 'none'		N/A	
			N/A	

PERSON SPECIFICATION		Tick relevant column		List code/s*
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			N/A	
8.	Disclosure of Criminal Record:			
	The successful candidate's appointment will be subject to the Company obtaining a satisfactory Enhanced & DBS Children's Barring List Disclosure from the Disclosure & Barring Service (if ticked as an essential requirement).	X		DBS Disclosure
	If the postholder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record.	X		AF(after short listing)
	If the postholder does not require a DBS disclosure the candidate is required to declare unspent convictions only.	N/A		AF(after short listing)