

# Job Description



<b>Job Title:</b>	Swimming Teacher	
<b>Department:</b>	Centre for Sport	
<b>Line Manager:</b>	Swim School Coordinator	
<b>Job Purpose:</b>		
<p>To provide swimming lessons and support the Swim Coordinator with efficient and effective running of the new Galleon Swim School programme. This will be a brand new venture for the Centre and started from the grass roots to implementation.</p> <p>To be the main point of contact for the parents of those children you are teaching. Assist with group allocations of lessons, renewal of blocks and the end of each session, progression of levels and groups within the programme.</p> <p>To provide 2.5 hours of lessons each day, over a 3 day period of Tuesday, Wednesday and Thursdays following the Scottish Swimming learn to swim framework. Your role will be to ensure all swimmers enjoy the teaching experience, achieve and improve their goals and abilities.</p> <p>To be responsible for delivering the Swim Programme. You will deliver lessons and work with the swim coordinator to ensure you are happy with the Framework you are delivering, take part in future CPD sessions and development plans.</p> <p>Aid ongoing future development and innovation of the Swim programme for the Galleon. You will work with the Swim Coordinator to develop the future of the Swim Programme to ensure we remain at the forefront of swimming delivery in Edinburgh and can boast a successful number of swimmers leaving the programme.</p>		
<b>Main Responsibilities:</b>		
1	<p><b>Delivery of the Swim Programme:</b> Responsible for the delivery of the Learn to Swim programme from Scottish Swimming. Ensure you are working to and within the framework guidelines and children are achieving set parameters and moving up levels accordingly.</p> <p>To aid in the responsibility for delivering creative and innovative classes following the Learn to Swim framework. The role holder will be responsible for attending all CPD sessions including all training and development. Regular CPD sessions will be held in order to ensure that Swim Teachers are happy with the programme and developing their skills whilst in employment with us.</p>	70%

	<p>To be responsible for ensuring an excellent level of teaching is delivered to customers that is exciting and engaging and lessons are being delivered at all times.</p> <p>It is the role holder's responsibility to report back to the Swim Coordinator on a regular basis feedback on all children in the programme so that engagement with parents can be conducted at all times. This is imperative so that at any time, we can liaise with parents providing feedback on each child from both a positive and improvement perspective.</p>	
2	<p><b>Parent liaison/feedback</b></p> <p>To be responsible for delivering direct feedback to parents in person and via the swim portal.</p> <p>You will provide a professional, courteous and friendly welcome for all swimmers and parents.</p>	20%
	<p><b>Health, Safety and Facilities Responsibilities:</b></p> <p>Checks should be made at the start of each session to ensure a safe pool environment is in place for all users within the pool and surrounding areas.</p> <p>Assist the swim coordinator with the Health &amp; Safety requirements for the safe and effective delivery of the Swim School programme.</p> <p>The role will require the holder to complete their RLSS Emergency responder life saving qualification to ensure that you are able to assist with any emergency situations that may occur during lessons. (training will be provided if a current qualification is not held).</p> <p>Ensure you are working and teaching in a safe and effective manner and in alignment with the Swim School framework. Your conduct should reflect that of the Galleon and GWC in working in a professional manner at all times which reflects positively on the child and parents expectations.</p>	10%
<p><b>Key Contacts and Working Relationships:</b></p> <ul style="list-style-type: none"> <li>- Reporting into the Swim Coordinator through end of session meetings, monthly meetings and an annual review.</li> <li>- Responsible for acting in a professional manner at all times and setting standards for fellow members of the Swim School team to follow.</li> <li>- Demonstrate and develop an attitude of positive customer relations and experience at all times to parents</li> <li>- Work closely with the Swim Coordinator and Galleon staff on the administration of the booking portal and registers for sessions.</li> </ul>		
<p><b>Planning and Organising:</b></p> <ul style="list-style-type: none"> <li>- The role holder will be required to plan their own daily and weekly workload.</li> </ul>		

- Assist with the implementation of the Swim School Plan to ensure all lessons are delivered within the framework
- Responsible for parent relations and communication pathways with those whose children you are teaching

**Problem Solving and Decision Making:**

- Dealing with general queries and requests for help/support will require the role holder to make quick, well-informed decisions, along with an understanding of when and from where to seek further advice if required.
- Be competent with the IT software for uploading lesson feedback onto for parents
- All serious or complex complaints should be raised to the Swim Coordinator and if required escalated to the Assistant Centre for Sport Manager

**Resources and Requirements:**

- Work with the Swim Coordinator with regards to any purchases that may be required to enhance the lesson delivery or swim programme in general

**Knowledge, Skills and Experience:**

**Essential:**

- Passion for swimming and teaching techniques to a high standard.
- Demonstrable previous experience of delivering Swimming lessons to level 2 standard or equivalent.
- Be able to demonstrate all four strokes.
- In the water teaching experience without the use of floatation devices.
- High professional standards of conduct
- Good understanding of health and safety requirements of a swimming environment.
- Excellent and professional interpersonal and written/oral communication skills; communicates in a confident, clear, and concise manner at all times.
- Excellent organisational and planning skills, combined with the ability to remain calm under pressure and deal flexibly with changing priorities.
- Personal qualities include tact, diplomacy, and a friendly, helpful and professional manner.
- Good understanding of what it means to provide excellent customer service.

**Desirable:**

- Previous experience of working within a swimming programme or swim school
- Previous experience working in a customer-facing role within a professional services environment.
- Current First Aid qualification and/or experience or willing to work towards
- Current RLSS life saving qualification or willing to work towards