



# Swimming Teacher

## Job Description and Person Specification

**Job Title:** Swim Teacher

**Responsible to:** Swim School coordinator

**Responsible for:** Level one swim teacher and lesson helper.

Notts County FC Football in the Community: (FITC)

Notts County Football in the Community are a regional sports development charity serving the people of Nottinghamshire. We use the power of Sport and Notts County FC to engage and empower local communities. We are a multi award winning, independent sports development charity. Registered charity number 1091927.

We were established as a community organisation in 1989, meaning in 2019 we proudly celebrate 30 years of operation. To find out more about our work please visit our website:

<https://www.nottscountyfc.co.uk/community>

Our outcomes S.H.I.N.E – we impact positively on **S**port, **H**ealth, **I**nclusion, **N**CS and **E**ducation outcomes. We also operate and manage The Portland Centre, our Community hub within the heart of the Meadows.

### ***Role purpose:***

- To ensure the safety and enjoyment of everybody participating in swimming lessons.
- Regularly checking/risk assessing all pool/poolside areas and the efficient organisation of all lessons to the required governing standards.
- To take responsibility for all aspects of the daily operations of classes, ensuring your classes are varied, organised, safe and fun for all those participating.

### ***Key Accountabilities & Responsibilities:***

- To work flexibly when required to do so to cover the swimming programme ensuring teaching consistency/results for pupils.
- To communicate, tutor and assist all swim lesson customers for the duration of their time on the lesson programme.
- To develop a friendly but efficient working relationship with the people who use The Portland Centre.
- To work as part of a team to achieve the continued growth of the swimming programme.
- To follow the Swim England framework for teaching swimming and to ensure that all relevant documentation is used and completed as recommended by Swim England.
- To ensure all equipment required for lessons is ready on the poolside before customers arrive for their lessons and that all equipment is returned and stored safely in the correct storage area at the end of each session.
- To show commitment and be responsible for the success of your lessons.
- To keep up to date with Swim England, and other relevant governing bodies regarding industry guidelines.

### **Human Resources**

#### **Key Tasks**

- Ensure that qualifications and DBS checks are up to date and valid, and continuous professional development is maintained.
- To have and annually renew Swim England membership.
- Being a participating member of the FITC Management Team and relevant Committees.
- To attend regular training sessions relevant to post and identified at your annual appraisal.



## Health & Safety

### Key Tasks

- To comply with requirements of the Health & Safety at Work Act 1974 and all supplementary legislation
- To adopt full duty of care to all customers and staff, being careful to ensure all Health and Safety requirements are met at all times, providing a safe service and environment, raising concerns promptly with the Swim School Manager/ Coordinator.

## Training

### Key Tasks

- To attend regular staff training sessions, be they held in-house or externally and regular meetings with the Swimming Coordinator.
- To maintain and develop own professional knowledge and awareness.
- To undertake any other duties and responsibilities required to, commensurate with the grade and level of responsibility for the post.
- Ensure safeguarding is embedded within the Organisation .
- Promote the activities of FITC.
- To support the delivery of other key areas of the business as required.

## Safeguarding

### Key Tasks

Football in the Community (FITC) and The Portland Centre believes that safeguarding and the protection of all children, young people and vulnerable adults is everyone's responsibility. Staff working on behalf of FITC must ensure that:

- They recognise the position of trust they have by working for FITC and The Portland Centre
- Their behaviour is always appropriate.
- They observe and put into practice all policies, procedures and processes established for the safety and protection of children and adults.
- They follow the procedures for responding to signs and suspicions of abuse.
- In every respect, the relationship they form with children and adults are appropriate.

## General Duties

- To attend and contribute to regular staff meetings
- To participate in the all staff FITC and The Portland Centre appraisal and supervision process
- To follow by FITC and The Portland Centre policies and procedures at all times including Health and Safety, Equal Opportunities and Confidentiality.
- To act as an ambassador for Notts County Football in the Community and The Portland Centre at all times.
- To undertake any other duties that may be required as deemed appropriate.



**PERSON SPECIFICATION**

**Title:** Swimming Teacher

**Responsible to:** Swim School Coordinator

Essential	Desirable
<ul style="list-style-type: none"><li>Swim England Level 1 or Level 2</li></ul>	<ul style="list-style-type: none"><li>Existing Enhanced DBS check.</li><li>National Pool Lifeguard Qualification</li></ul>

***Our package includes***

- Competitive salary
- 20 days of holiday plus 8 public holidays + extra days off during Christmas Period
- 3% employer pension contribution (upon successful completion of probation)
- Family friendly flexible working arrangements
- Gym membership at The Portland Centre
- Access to a mental Health specialist
- Access to season tickets to Notts County Football Club
- Personal growth is a key and we invest in learning and development opportunities.
- We are a sociable bunch and host pay day drinks, quarterly lunches, quiz nights and cultural and sporting activities to socialise and have fun with your colleagues.