

JOB DESCRIPTION



POST TITLE: Assistant Swimming Teacher

POST NUMBER: LS18

GRADE: £12.00 per hour

RESPONSIBLE TO: Swimming Lesson Manager

RESPONSIBLE FOR: Participants

LIAISON WITH: Centre Staff

KEY CORPORATE ACCOUNTABILITIES:

1. As part of the Swimming Teachers team, deliver lessons of the highest quality
2. An ability to carry out the aims and objectives of the 'Swim Like a Fish' Swim School

KEY SERVICE ACCOUNTABILITIES:

1. Assisting in the cost effective and efficient operation of the facility as designated by the Swimming Lesson Manager
2. To teach/coach all pupils on the programme (group lessons) to the standards set out by MDDC (Swim Like a Fish Swim School) and the STA (Swimming Teachers Association)
3. All duties to be carried out in accordance with current codes of practice, MDDC, the Health and Safety at Work Act, Data Protection Act, Child Protection, all standard operating and emergency procedures and any other legislation
4. Manage the class appropriately and maintain records
5. Setting and storage of own equipment
6. To present yourself and the facility in a professional and proactive manner ensuring that all standards and codes of practice for uniforms and public relations are met
7. Attend meetings and staff training days (50% minimum attendance)
8. Update training when required to meet the standards of the scheme and that of the STA

OTHER DUTIES: In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, should not normally exceed those expected of an employee at that grade.

HEALTH AND SAFETY: The Council has a Health and Safety Policy, which outlines its responsibilities as an employer, and the responsibilities of its employees in respect of health and safety. All employees need to be aware of this policy and comply with its content.

RISK MANAGEMENT: All employees need to have an awareness of risk management and are responsible for ensuring that they manage risk effectively in their job and report hazards and risk to their Head of Service or Senior Manager.

DATA PROTECTION: It is the responsibility of the Post holder to ensure that the section's requirements for compliance with the Data Protection legislation are met.

SINGLE EQUALITY SCHEME: The Council has a Single Equality Scheme which gives clear guidance on the responsibilities of both the employee and the employer. All employees must be familiar with and comply with all aspects of the Scheme.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS: The Council has a Safeguarding Policy, which outlines its responsibilities and the responsibilities of its employees. All employees need to be aware of this Policy and comply with the contents.

Date: December 2014

MID DEVON DISTRICT COUNCIL'S REQUIRED COMPETENCIES



Our eight core competencies are relative to every role within Mid Devon District Council. They link to our values of Pride, Performance, People and Partnerships to support the delivery of our vision, together with building an effective, positive and collaborative place to work.

Seeing the Big Picture	<i>You understand how your role fits with and supports the organisational objectives. You recognise the wider Council's priorities and ensure work is in the wider public needs</i>
Changing & Improving	<i>You seek out opportunities to create effective change and suggest innovative ideas for improvement. You review ways of working, including seeking and providing feedback in a positive manner</i>
Making Effective Decisions	<i>You use evidence and knowledge to support accurate decisions and advice, carefully considering alternative options, implication and risks of decisions</i>
Delivering Quality, Value & Pace	<i>You deliver service objectives with professional excellence, expertise and efficiency, taking into account the diverse customer needs and requirements in a timely manner</i>
Leading by Example	<i>You show pride and passion for public service, creating and engaging others in delivering a shared vision. You value difference, diversity and inclusion, ensuring fairness and opportunity for all</i>
Communicating & Influencing	<i>You communicate purpose and direction with clarity, integrity and enthusiasm. You respect the needs responses and opinions of others</i>
Building Capability	<i>You focus on continuous learning and development for self, others and the organisation as a whole</i>
Collaborating & Partnering	<i>You form effective partnerships and relationships both internally and externally, from a range of diverse backgrounds, sharing information, resources and support</i>

The above competencies should be read in conjunction with the listed policies below. Managerial roles should pay special attention to the expectations of managers as set out within the staff charter.

The Code of Conduct, The Dignity at Work Policy, The Nolan Principles and The Staff Charter

PERSON SPECIFICATION



Assistant Swimming Teacher

CATEGORY	ESSENTIAL	DESIRABLE
Qualifications and Experience:	<ul style="list-style-type: none">• STA Level 2 Award or ASA Teacher's Level 1	<ul style="list-style-type: none">• NPLQ• Rescue Test for Swimming Teachers• First Aid
Knowledge and Expertise:	<ul style="list-style-type: none">• Qualified to the appropriate level	<ul style="list-style-type: none">• Previous teaching/coaching experience
Skills and Personal Attributes:	<ul style="list-style-type: none">• The ability to teach to MDDC/STA standards• Good communication skills• Good time keeping• Self disciplined• Committed to personal development• A team worker• Able to deliver according to the programme	<ul style="list-style-type: none">• To go beyond the standards set out by the scheme• Self motivated• Flexible and adaptable• To undertake further qualifications• Excellent communication, time keeping and team skills
Special Requirements:	<ul style="list-style-type: none">• None	<ul style="list-style-type: none">• The ability to instruct and develop other staff members skills through open learning

Post Ref:

Date: October 2018