ONE
REN

POST TITLE:	Swimming Instructor	**POST ID:**	
DEPARTMENT:	Leisure & Estates	**GRADE:**	G4
SECTION:	Indoor Leisure	**LOCATION:**	Various
REPORTING TO:	Venue Manager		
LINE MANAGEMENT OF:	None		

JOB PURPOSE

Deliver high quality swimming instructional sessions to children & adults with varying ability with the emphasis on teaching basic aquatic skills and assisting with advancement of swimmers through the 'Learn to Swim' programme pathway framework.

KEY DUTIES & RESPONSIBILITIES

1. Delivery a range of pre-agreed swimming instructional sessions with children and young persons across OneRen venues as part of the Renfrewshire Council's Education Department 'Curriculum for Excellence' programme.

2. Delivery a range of pre-organised swimming instructional sessions for children, young people across OneRen venues aligned to the 'Learn to Swim' programme pathway framework.

3. Delivery a range of pre-organised swimming instructional sessions for adults across OneRen venues.

4. Prepare group and one-on-one lesson plans which encompasses all abilities for adult learners across OneRen venues.

5. Prepare one-on-one lesson plans which encompasses all abilities for children and young people across at various OneRen venues.

6. Check and ensure all activity areas where instruction is provided is clear of any hazards and appropriate for the carrying out of instruction in accordance with current health and safety standards and report any issues to venue management.

7. Carry out checks on all equipment utilised to delivery instructional sessions ensuring these comply with the manufacturers' instructions and adhered to current health and safety standards and where appropriate report any loss or damage to venue management.

8. Monitor and continually assess participants abilities in accordance with the standard assessment criteria before allowing progression.

9. Liaise with Programme Co-Ordinator of learners' progression into the next levels of the Learn to Swim Programme to ensure participants have access to book next level sessions. venue staff, parents / carers, to ensure the smooth operation of instructional classes.

10. Liaise with parents / carers or nominated guardian of learners with regards to attendance, interaction and progression into the next level of the Learn to Swim Programme providing feedback as appropriate.

11. Maintain a range of attendance records and on-line participant achievement records in accordance with agreed record keeping standards.

12. Attend and achieve in-service training in accordance with the accreditation body requirements in order to maintain agreed tuition standards.

13. Be directly responsible for participants under instruction.

14. Assist with any emergency procedures ensuring all sessional participants are safety evacuated, accounted for and report any concerns, accidents or incidents to venue management. within respective venues and associated accident/incident reporting.

15. Be directly responsible for assessing and managing ability levels of participants.

16. Uphold the organisational values of Integrity, Excellence, Creativity and Fairness.

PERSON SPECIFICATION

Factors	Essential	Desirable	Method of Assessment
EDUCATION	• Scottish Swimming Teacher Qualification (SSTQ) or UKCC Level 1 Swimming Teacher Qualification	• UKCC Level 2 Swimming Teacher Qualification • Early Years Qualification • National Pool Lifeguard Qualification	Qualification
RELEVANT EXPERIENCE	• Experience of planning structured activity / sports sessions • Delivery group and individual swim instruction	• Previous experience working within a Learn to Swim programme	Application, Interview
SPECIAL KNOWLEDGE & SKILLS	• Excellent communication skills. • Ability to organise sessions and • Ability to timeously deliver session learning content		Application, Interview

	effectively.		
PERSONAL FEATURES/ QUALITIES	• Approachable • Reliable • Ability to motivate others • Be prepared to undertake practical work as required within the class structure. • Be able to work delivery an agreed learning plan within a specified timescales under pressure and to tight timescales with little supervision. • Ability to monitor a group of individuals at any one time.		Application, Interview
MANAGEMENT COMPETENCES			Application, Interview
OTHER	• Ability to work flexible hours and at Renfrewshire wide programme/centres. • Be able to work at various venues throughout the Renfrewshire area • Willingness to undertake training opportunities for purposes of both personal and service development, particularly in connection with sports related qualifications. • Willingness to become a member of the PVG Scheme with satisfactory Scheme Record and/or Scheme Record Update.		Application, Interview

Approved by:	Alan Cunningham	Date:	December 2022
Evaluation Reference:	A3315	Date:	