

Job specification



Job title: Swimming Instructor

Service: Leisure

Grade: G5

Reporting to: Assistant Manager

Your job

As a BeWell Swimming Teacher, you will be part of a team of Swimming Teachers providing instruction/teaching within the various leisure facilities across the Borough. You will follow the BeWell swimming programme ensuring a high-quality service is delivered.

The BeWell team are committed to supporting the health and wellbeing of our residents across the Wigan Borough. Whether this be supporting our youngest residents embark on their first swimming lesson or supporting individuals and community groups with existing exercise and wellbeing programmes. We pride ourselves on offering an extensive and diverse range of physical activity to support our residents.

You will have the ability to work in a fast-paced environment whilst ensuring that you always deliver a high level of professional customer service.

Shift patterns will be varied and include evening and weekend working hours.

The Council is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulations.

In this job you will

On an ongoing basis you will:

- Provide a high-quality standard of teaching, follow a scheme of work and lessons plans, make any amendments as necessary and record them on registers or other evaluation documentation.
- Deal with enquiries from parents / guardians/ or others regarding children on the programme in your classes.
- Promote the delivery of assessment of awards and badges and promotional events where necessary.
- Work with the Aquatics Development Manager and Aquatics Co-ordinator regarding poolside assessments and any feedback provided in order to develop your own individual skills and also to link into the development of assisting staff and the development of their aquatic skills.
- Demonstrate a variety of motivation and discipline tactics that can be utilised within the swimming teaching situation.

- Assist in the administration and complete all associated paperwork for the delivery of Swim England LTS framework including the use of On course swim lesson management system.
- Monitor the achievements of individual pupils through continuous; assessment in accordance with Swim England LTS framework, and provide any feedback as necessary regarding their achievements, providing evidence of progression through the programme.
- Attend all Continuous Professional Development workshops provided to maintain knowledge and skills.
- Deliver one to one swimming lessons to support the growth of the LTS programme.
- Ensure the safe use and storage of any equipment required during a swimming lesson.
- Attend regular staff meetings as directed by the Development Manager– Aquatics
- To demonstrate sound communication skills and apply them to differing situations within the LTS programme.
- To work as part of a team within a centre, where necessary undertaking any other duties as deemed necessary by the Assistant Manager.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

In this job you will need

You must be able to demonstrate the following essential requirements: -

- Swim England / STA Level 2 Swimming Teacher Qualification or equivalent
- NPLQ / NRASTC Qualification
- Interpersonal skills including friendly, outgoing person who likes to meet different people
- Ability to work an efficient member a team working towards a common objective
- High level of personal integrity and ability to motivate swimmers and be able to maintain discipline.
- Sound organisational skills including use of a scheme of work / session plans
- Patience
- To be able to complete the administrative tasks related to the post including the use of a computer

- Ability to provide a customer orientated service and liaise with all users
- Effective written and ability to communicate with effectiveness
- Ability to train, instruct and coach people with differing abilities including pupils with varying disabilities in an effective and enjoyable manner
- Ability to assess and report achievement
- An affinity with sport and an understanding of the needs of customers of sports and leisure facilities
- An understanding of the safe supervision of children guidelines of the Swim England and various other governing bodies
- Knowledge of teaching/coaching techniques including the Swim England LTS framework
- Knowledge of equal opportunities
- Knowledge of swimming in the National Curriculum
- Satisfactory DBS check

Our culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **Be Wigan** behaviours.

Be Positive... take pride in all that you do

Be Accountable... be responsible for making things better

Be Courageous... be open to doing things differently

Be Kind... be helpful, generous and thoughtful towards yourself and others

Individuals with line management responsibilities are also expected to ...

Inspire... lead by example and help others to see the big picture

Care... show genuine concern for people as individuals and value their contributions

Engage... I connect with others both within and beyond the organisation

Staff Deal

Our Staff Deal is an informal agreement with all staff. It outlines what you can expect from us, and in return what we expect from you

Our part

- Provide strong, honest and visible leadership
- Reward your commitment and hard work
- Care for your health and well being
- Listen to you and put your ideas into action
- Support you to give something back
- Offer opportunities to learn and grow
- Be one team, one council
- Believe in you

Your part

- Listen, be open, honest and friendly
- Be efficient, flexible and professional
- Care for your health and stay active
- Tell us how we can improve
- Give something back whenever you can
- Take opportunities to learn and grow
- Be one team, one council
- Believe in yourself and our borough