



Post Title: Assistant Swimming Teacher

Purpose of Post:

To deliver a graded, progressive learn to swim scheme that fits within the Sports Development and meets the needs of the people of Oldham. To assist Swimming Teachers to ensure provision of quality swimming teaching services to the required standards of the class.

The post-holder will play a key role in realising the strategic vision of the company in the following areas:

- Improve Our Systems
- Care For Our Customers
- Meet Our Stakeholder Aspirations
- Develop Our Staff And Culture
- Improve Our Business Results

1. Improve Our Systems

- 1.1 To play an active role in the organization of swimming tuition program including planning, quality assurance systems and meeting the requirements of Best Value.
- 1.2 Assist under the direction of the Swimming Teacher, to encourage development of all disciplines in the sport regardless of age and ability.
- 1.2 To under take administration of the swimming awards scheme and other administration duties related to the Oldham Active Kids Swim Scheme.
- 1.3 Use the Learn2 online swimming lesson system to record attendance and update children's progress.

2. Care for Our Customers

- 2.1 To ensure that all operations are undertaken with due regard to accurate up to date legislation such as Health and Safety, Risk assessments and Child Protection Act. Ensuring safe systems of work are in place together with the appropriate records.
- 2.2 Maintain the STA Safety Award for Teachers for STA Pool Lifeguard qualification and attend the required in-house monthly training in line with OCL policy.



3. Meet Our Stakeholder Aspirations

- 3.1 To be responsible for the provision of a consistent, efficient and cost effective service to customers and participants, ensuring that the service continues to improve and develop in the future.

4. Develop Our Staff and Culture

- 4.1 To undertake 2 out of the 4 annual Continued Professional Development sessions as organized by the company, one of which will include progression to the STA Certificate level of qualification.
- 4.2 To undertake the wearing of a uniform provided by the company.
- 4.3 To work in conjunction with the Advanced Training Scheme staff as required in the implementation of the Oldham Swim Development Scheme.
- 4.4 To work in conjunction with the Swimming Clubs who are members of the Oldham Metropolitan Swimming & Water Polo Association, feeding into the Clubs and supporting the "Talent-spot" scheme.

5. Improve Our Business Results

- 5.1 To be responsible for advising the Aquatic Team Leaders on all matters including producing reports, attending meetings of working parties such as swimming teachers meetings and other groups as directed from time to time.

Responsible to: Aquatics Team Leader / Swimming Teachers

Responsible for: Volunteers / Work Experience



Person Specification: Assistant Swimming Teacher

Ranking:
A = Essential at outset
B = Essential but support can be given to achieve
C = Desirable

Area	Requirement	Method of Assessment	Rank
Education and Qualification	ASA/STA Swimming Teachers Certificate	Application form / Interview	A
	STA Pool Lifeguard or Safety Award for Teachers	Application form / Qualifications brought to the interview	B
Work Experience	Previous experience of working in a similar environment involving swimming instruction	Application form / Interview	B
	Up to date knowledge and understanding of current ASA/STA swimming programmes/developments	Application form / Interview	A
	An understanding and commitment to customer care	Application form / Interview	A
	Willingness to undertake further job related training	Application form / Interview	A
	Knowledge of Leisure Centre's and an understanding of a customer focused approach	Application form / Interview	B
	Evidence of delivering improvements	Application form / Interview	B
Skills and Abilities	Good interpersonal skills and an ability to actively listen	Application form / Interview	A
	Ability to work flexibly and to tight deadlines	Application form / Interview	A



	Ability to prioritise between competing demands	Application form / Interview	A
	Willing to work co-operatively with others	Application form / Interview	A
	Commitment to equality of opportunity in employment and service delivery	Application form / Interview	A
	Oral communication sufficient to establish and maintain effective problem solving relationships with the public, partners, and other stakeholders as appropriate	Application form / Interview	A
	High standard in customer care	Application form / Interview	A
Personal Qualities and Attributes	Must be willing to work evenings, weekends and public holidays	Application form / Interview	C
	Able to work unsupervised	Application form / Interview	A
	Able to work in a busy environment	Application form / Interview	A
	Able to work as part of a team	Application form / Interview	A