

# ELLOWES HALL SPORTS COLLEGE RECRUITMENT JOB DESCRIPTION



**JOB TITLE:** LEVEL 2 SWIMMING INSTRUCTOR

**DEPARTMENT:** PE DEPARTMENT

**GRADE:** Grade 6 **SPINE POINT:** 22 - 25 **HOURLY RATE:** £10.2717- £11.2653

**TYPE OF CONTRACT:** CASUAL

**REPORTS TO:** DIRECTOR OF SPORT

**STAFF RESPONSIBLE FOR:** LIFEGUARDS

**MAIN PURPOSE OF THE JOB:** To teach swimming lessons at Ellowes Hall Sports College

## **MAIN DUTIES/ACTIVITIES:**

- \* Teach swimming to classes of mixed age and ability
- \* Ensure the smooth and efficient delivery of the swimming lesson programme
- \* Undertake administrative duties to support the delivery of an effective programme of coaching and teaching
- \* Planning lessons to meet the needs of the participant, and that compliment Ellowes' Swimming Award scheme
- \* Developing positive relationships with participants and guardians
- \* Ensuring a safe and secure environment for visitors and employees
- \* Actively promoting initiatives to improve participation
- \* Maintaining written/electronic records of participant's progress
- \* Attending training and development sessions, on occasion outside normal working hours to ensure Health & Safety competence and your continuous professional development
- \* Undertaking other tasks that may be required from time to time to ensure the efficient operation of the facility
- \* Demonstrating and promoting commitment to the values and objectives of Ellowes Hall Sports College

## **SUPPORT FOR THE SCHOOL:**

- \* To take a full part in promoting the good name of the School and contributing positively to the overall ethos/work/aims of the school
- \* To adhere to the school's dress code
- \* Be aware of and comply with policies and procedures relating to child protection, health and safety, security confidentiality and data protection.
- \* Attend and participate in meetings as required
- \* Participate in training, other learning activities and performance development as required
- \* Recognise own strengths and areas of expertise and use these to advise and support others
- \* All staff in School will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising student achievement. Any changes will take account of salary/status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes
- \* It is the responsibility of all adults employed at Ellowes Hall Sports College to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children or young people.

## **PERSON SPECIFICATIONS QUALITIES & ATTRIBUTES:**

- \* To be reliable and punctual
- \* To be polite, friendly, helpful and courteous
- \* To have a flexible approach to work
- \* To have good communication skills
- \* Ability to relate well to children and adults and to form and maintain appropriate relationships and personal boundaries with children and young people
- \* Able to work constructively as part of a team, understanding school rules and responsibilities.
- \* To follow instructions
- \* To keep calm and maintain an air of authority

## **EXPERIENCE/QUALIFICATIONS/TRAINING:**

- \* Level 2 Swimming Instructor Qualifications