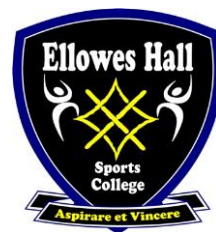


ELLOWES HALL SPORTS COLLEGE RECRUITMENT JOB DESCRIPTION



JOB TITLE: LEVEL 1 SWIMMING INSTRUCTOR

DEPARTMENT: PE DEPARTMENT

GRADE: 5 **SPINE POINT:** 18 **HOURLY RATE:** £9.78

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

Ability to work constructively as part of a team with an understanding of school rules and responsibilities

To follow instructions

To keep calm and maintain an air of authority

EXPERIENCE/QUALIFICATIONS/TRAINING:

Level 1 Swimming Instructor Qualifications