



St Margaret's

SPORTS CENTRE

Job Description: Swimming Teacher

Department:	Sports Centre
Reports to:	Centre Manager/ Assistant Manager/ Swim School Manager
Job Purpose:	To be responsible for teaching swimming lessons and the staff and pupils involved in that lesson. To Teach in accordance with job specification, all operational and safety guidelines.

Duties and Responsibilities:

1. To provide safe and effective swimming lessons either in the swimming pool or on poolside.
2. To instruct assistant swimming teachers on how to provide support and assistance safely and accurately.
3. To provide a welcoming and pleasant class atmosphere to all pupils in lessons.
4. To interact with all children in your class in a friendly and positive manner.
5. To report any observations to the swim school manager regarding an individual's skill, ability or progression if required.
6. To maintain the high standards held within the swim school at all times.
7. To assist with swimming lesson administration when necessary during your shift.
8. To regularly assess all pupils in all your classes and discuss with the swim school manager as and when required to encourage pupils continued personal development.
9. To ensure assistant swimming teachers are aware of any medical conditions of pupils in your class and how to deal with if necessary.
10. To be responsible for the assistant swimming teachers in your classes at all times.
11. To report any concerns regarding classes, assistant teachers or any other swimming lesson issue to the swim school manager immediately
12. To be responsible for the safe keeping and storage of equipment during swimming lessons.
13. To be aware of Child Protection Policies & Reporting.
14. To wear uniform provided and be well presented at all times.
15. To be responsible for ensuring all your working hours are recorded correctly.
16. In the event of sickness and the inability to work inform a member of the sports centre staff as soon as possible.
17. To attend regular staff training and meetings on a frequency to ensure complete competence