



JOB DESCRIPTION

SWIM TEACHER (CASUAL)

BSS LEISURE SERVICES

MAIN PURPOSE OF JOB:

Delivery of swimming lessons and other aquatic activities to the Bolton School Swim Scheme customers in line with the National Plan for Teaching Swimming (NPTS) governed by Swim England and to the required quality standard of BSSL.

MAIN DUTIES:

- To produce lesson plans for all sessions delivered.
- To deliver high quality, safe and well-structured swimming lessons to a variety of different ability groups.
- To communicate with all colleagues to ensure the successful delivery of the teaching programme.
- To assist in the development and delivery of the Bolton School Swim Scheme programme.
- To establish and maintain excellent relationships with all pupils and parents / guardians.
- To record pupil attendance each lesson on OnCourse using the iPads provided.
- To continually assess pupils and record achievements using the progress template on OnCourse using the iPads provided.
- To communicate with customers and pupils from wide ranging age groups and abilities and also be able to recognise and develop the ability of such pupils.
- To contribute to the marketing and promotion of the Bolton School Swim Scheme and other Services offered.
- To communicate with the Assistant Leisure Services Manager about group progressions.
- To assist the Assistant Leisure Services Manager with improving standards of the swim scheme through recommendation and referral.
- To take responsibility for promoting and safeguarding the welfare of the children and young people.
- To attend a regular Swim Teachers meeting once every 10 weeks (meeting date to be confirmed in advance).
- To carry out other duties as required by the Assistant Leisure Services Manager.
- To undertake continual professional development training.
- Comply with and promote the Foundation's Health and Safety Policies and Procedures and maintain a safe environment for pupils, staff and visitors ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.
- To be familiar with relevant policies and procedures and to take responsibility for promoting and safeguarding the welfare of the children and young people in School.
- Carry out any other reasonable duties as may be required from time to time within the context of the post.

The post holder will have extensive contact with the general public and will be expected to portray a professional image of themselves and the organisation.

The post holder will carry out an important function in service delivery and must ensure duties are carried out effectively and efficiently at all times.



PERSON SPECIFICATION

SWIM TEACHER (CASUAL)

BSS LEISURE SERVICES

| EDUCATION/TRAINING/QUALIFICATIONS | ESSENTIAL/ DESIRABLE | EVIDENCE Application Form, Interview, Reference |
|--|---------------------------------|--|
| Swim England Level 2 Teaching Aquatics or equivalent | Essential | Application Form/Interview |
| National Pool Lifeguarding Qualification | Desirable | Application Form/Interview |
| RLSS National Rescue Award for Swimming Teachers and Coaches | Desirable | Application Form/Interview |
| IOS Continual Professional Development Units | Desirable | Application Form/Interview |
| KNOWLEDGE/EXPERIENCE/SKILLS | ESSENTIAL/ DESIRABLE | EVIDENCE |
| Proven Swim Teaching / coaching experience | Essential | Application Form/Interview |
| Understanding of relevant Health and Safety awareness and risks | Essential | Application Form/Interview |
| Sports Complex experience | Desirable | Application Form/Interview/Reference |
| Experience in delivering the Swim England National Plan for Teaching Swimming Syllabus | Desirable | Application Form/Interview/Reference |
| PERSONAL COMPETENCIES, QUALITIES, ATTITUDE AND BEHAVIOURS | ESSENTIAL/ DESIRABLE | EVIDENCE |
| Customer focused | Essential | Interview/Reference |
| Enthusiastic, conscientious and hardworking | Essential | Interview/Reference |
| Resourceful and able to work on own initiative | Essential | Interview/Reference |

| | | |
|---|-----------|-----------------------|
| Able to remain calm under pressure | Essential | Interview/Reference |
| Willingness to work flexibly | Essential | Interview & Reference |
| Ability to adapt to change | Essential | Interview & Reference |
| Excellent time Management and ability to meet deadline | Essential | Interview & Reference |
| ICT Literate | Desirable | Interview & Reference |
| Caring and kind especially in relation to children | Essential | Interview & Reference |
| Willingness to work flexibly | Essential | Interview & Reference |
| Ability to adapt to change | Essential | Interview & Reference |
| Excellent time Management and ability to meet deadline | Essential | Interview & Reference |
| ICT Literate | Desirable | Interview & Reference |
| Caring and kind especially in relation to children | Essential | Interview & Reference |
| Ability to form and maintain appropriate relationships and personal boundaries with children and young people | Essential | Interview & Reference |



TERMS AND CONDITIONS

SWIM TEACHER (CASUAL)

BSS LEISURE SERVICES

| SALARY |
|---|
| The rate of pay for this position is £17.36 per hour (plus £2.10 per hour holiday pay), based on Point 22 of the Bolton School Support Staff Salary Scale. |
| HOURS OF WORK |
| To be worked on a casual basis as and when there is work available. |
| HOLIDAY |
| You will be entitled to receive pro-rata holiday pay of 5.6 weeks per annum. At the end of each month the School will pay you in lieu of any accrued but untaken holiday for the month. Holiday pay will be subject to the normal deductions. |
| LINE MANAGEMENT |
| Assistant Leisure Services Manager / Aquatics Supervisor |

An online search will be carried out on candidates who are shortlisted for interview. The search will be completed by a member of staff who is not directly involved in the recruitment process and will be based on information publicly available. The purpose of the check is to help identify any incidents or issues that have happened, and are publicly available online. Any information found that could potentially impact safeguarding or reputation will be passed to the hiring manager who will discuss any concerns with the candidate at interview before a decision is made regarding suitability.

All offers of employment will be made subject to the successful applicant providing the original qualification certificates, relevant to the position and as outlined in their application form. Identification documents will also be required including passport or picture driving licence, birth certificate, marriage certificate where applicable, current pay slip and evidence of address e.g. utilities bill, bank statement. Eligibility to work in the UK will be checked.

After the appointment is made the successful candidate will be required to complete a medical questionnaire, a check of the Children's Barred List will be done and an Enhanced Criminal Records Check will be carried out through the Disclosure and Barring Service. The School will seek two references prior to the interview.

As this role involves either working in early years provision, providing out of school care for children who have not attained the age of 8 or the direct management of such provision, satisfactory completion of a self-declaration form to confirm that the successful candidate has not been disqualified from working with children will be required.