



Wales National Pool Swansea  
Pwll Cenedlaethol Cymru Abertawe

## J O B   D E S C R I P T I O N

**TITLE:**

Level 2 Swimming Teacher

**SALARY:**

£27,290 - £28,961 pro rata

**RESPONSIBLE TO:**

Aqua School Coordinator/Sports  
Manager

### MAIN PURPOSE OF JOB

1. To assist the Aqua School Coordinator (ASC)/Sports Manager (SM) and other Aqua School Teachers, in the efficient, effective and professional delivery of the Aqua School programme.
2. To be responsible for the management, and supervision of in water Teachers under the direction of the ASC/SM.
3. To ensure that the service provided is operated according to all current legislation and statutory requirements (Health & Safety at Work Act 1974 and the Social Services and Well-being (Wales) Act 2014 etc).

### SPECIFIC DUTIES

1. Prepare lesson plans and teach swimming to customers in water or dryside as required.
2. Be responsible for the maintenance and upkeep of all registers via electronic tablets. To monitor, amend and update all data. Ensure the tablets are maintained and stored correctly.
3. Show a clear presence and responsibility for classes when assigned as lead instructor.
4. Be responsible for undertaking and coordinating pupil assessments and competencies evaluations and to provide accurate feedback to parents or guardians. To liaise with the ASC to ensure that the relevant certificates/badges are issued as per the Learn to Swim Wales Outcomes/WNPS Teaching Plans.
5. Be responsible for the operational delivery of the Aqua School sessions relevant to your role.
6. To ensure that you are always up to date with new initiatives and obtain additional qualifications if required in your role.
7. Be aware of all current legislation governing child protection policy.
8. Provide the highest levels of customer care and service delivery.
9. Attend all staff meetings and training organised by the ASC/SM.
10. Actively promote the Aqua School and assist in raising the profile of the school.
11. Ensure that all WNPS equipment is in a good condition and to ensure that the equipment is used, appropriately maintained, and stored in accordance with the WNPS Health and Safety Policy and Aqua School risk assessments. Notify the ASC of any equipment needs.
12. Carry out any other duties that may be required from time to time by the ASC/SM or Management Teams.

### **Disclosure and Barring Service (DBS) -**

This post due to its nature, duties and responsibilities, will be subject to a check by the Disclosure and Barring Service. The level of check will be an enhanced check. Should you have any queries in relation to this check by the DBS, please contact me.

**Review date/right to vary:** This Job Description will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you which are within your capability and grade.

Name \_\_\_\_\_ (print) Signature \_\_\_\_\_

Date \_\_\_\_\_

## PERSON SPECIFICATION

|  |   |               |                               |
|--|---|---------------|-------------------------------|
| <b>POST TITLE:</b>                       | Level 2 Swimming Teacher  | <b>Salary</b> | £27,290 - £28,961<br>pro rata |
| <b>EDUCATIONAL QUALIFICATIONS</b>        | UKCC or ASA Level 2 Swimming Teacher qualification.   |               |                               |
| <b>EXPERIENCE</b>                        | Candidates should have a commitment to sport and recreation and have similar work experience.<br>Experience in aquatic/swimming teaching.   |               |                               |
| <b>SKILLS &amp; ABILITIES</b>            | Candidates for the post require the following key skills and abilities which will enable them to carry out the duties effectively: <ol style="list-style-type: none"> <li>1. An understanding of sports development plans and the Learn to Swim Wales/ASA National Teaching Plans for swimming.</li> <li>2. Demonstrate a strong commitment to Customer Care.</li> <li>3. Good interpersonal skills with ability to develop and sustain relationships with a wide variety of people both within and external to the organisation.</li> <li>4. Excellent communication skills.</li> <li>7. Excellent analytical skills as evidenced by the ability to solve problems logically and make appropriate decisions.</li> <li>8. The ability to respond positively to changes in the working environment and to deal effectively with work pressures when they arise.</li> <li>9. An understanding of the needs of sports performers of all abilities and ages.</li> <li>10. Ability to work as part of a team.</li> </ol> |               |                               |
| <b>COMMITMENT TO EQUAL OPPORTUNITIES</b> | Candidates should have knowledge of the Wales National Pool's Equal Opportunities Policy and an appreciation of how the Policy affects procedures and practices.  |               |                               |
| <b>SPECIAL REQUIREMENTS</b>              | This post requires an <b>enhanced</b> level of disclosure. The successful candidate will need to complete a DBS application for this level of disclosure  |               |                               |

## DISCLOSURE AND BARRING SERVICE (DBS) DISCLOSURE CHECKS

The Disclosure and Barring Service (DBS), an Executive Agency of the Home Office, provides wider access to criminal record information through its Disclosure service.

This service enables organisations in the public, private and voluntary sectors to make safer recruitment decisions by identifying candidates who may be unsuitable for certain work, especially that involve children or vulnerable adults. The DBS was established under Part V of the Police Act 1997 and was launched in March 2002.

The DBS can issue 5 levels of Disclosure Certificates, depending on the position applied for, namely Standard, Enhanced, Enhanced with ISA check (children), Enhanced with ISA check (adults) and Enhanced with ISA check (children and adults).

Prospective applicants should be aware that before any offer of appointment is confirmed the successful candidate will be required to complete an application for the appropriate level of disclosure; the Wales National Pool Swansea will provide the relevant DBS Application Forms. Proof of the successful candidate's identity will also be required in the form of the following: Passport, Driving Licence, Birth Certificate and Utility Bills.

Wales National Pool Swansea actively promotes equality of opportunity for all existing employees and prospective applicants. Candidates are selected on the basis of skill, qualifications and experience, and their match against the Person Specification. A criminal record will not necessarily bar applicants from working with the Wales National Pool Swansea. It will depend on the nature of the position and the circumstances and background of the offence.

Wales National Pool Swansea has a written Policy on the Recruitment of Ex-offenders, which complies with the DBS Code of Practice, and undertakes to treat all applicants fairly. The DBS's Code of Practice; the Wales National Pool Swansea Policy on the Security of Confidential Disclosure information and; information on the Rehabilitation of Offenders Act 1974 is available from the Sports Manager for Human Resources.

Further information about the DBS can also be found at [www.homeoffice.gov.uk/agencies-public-bodies/dbs/](http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/)