

## *Come and join the team!*

### **ADVERT**

**ROLE TITLE:** Swimming Instructor Level 1

**ADVERT TEXT:**

We are looking for enthusiastic, motivated, and customer focused individuals to join our MonLife team. You must be approachable, friendly and patient, with an ability to build trust, encourage and motivate your learners to develop swimming skills, technique and confidence in the water.

**POST ID:** Abergavenny LALC031

**LOCATION:** Abergavenny Leisure Centre

**GRADE:** BAND D SCP 9 – SCP 13 £25,119 - £26,873 (Pro Rata based on contracted hours)

**HOURS:** Various hours from 2 hours/month to 39 hours/month. This will be agreed with the successful candidate  
Hours will typically be weekday afternoons 16:00-18:00 and weekend morning 09:00-11:00. However this may change based on the needs of the Service.

**TEMPORARY:** No

**DBS CHECK:** Yes (Disclosure & Barring Service Check)

**CLOSING DATE:** **3rd April 2025**

#### **Additional Information**

**Please note that we are not able to accept CVs**

**To apply for this post please complete the online application form which can be found on the following page:**

**<https://www.monmouthshire.gov.uk/jobs-employment/>**

Applications may be submitted in Welsh, and that an application submitted in Welsh will not be treated less favourably than an application submitted in English.

All posts are open to job-share unless stated otherwise.

Monmouthshire County Council is:-

- an equal opportunities employer and welcomes applications from all sections of the community.
- a disability confident committed employer.
- an Armed Forces friendly employer.
- Autism aware and committed to removing barriers to employment

- committed to supporting young people who leave our care to access new opportunities and gain experience.

## ROLE PROFILE

**ROLE TITLE:** **Swimming Instructor Level 1**  
PERMANENT

**POST ID:** **Abergavenny Leisure Centre**

**GRADE:** BAND D SCP 9 – SCP 13 £25,119 - £26,873 (Pro Rata based on contracted hours)

**HOURS:** Various hours from 2 hours/month to 39 hours/month. This will be agreed with the successful candidate

**WORK PATTERN:** Hours will typical will be weekday afternoons 16:00-18:00 and weekend mornings 09:00-11:00. However this may change based on the needs of the Service.

**LOCATION:** At an allocated preferred leisure centre which may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

**DISCLOSURE AND BARRING SERVICE (DBS) CHECK:**

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to the following DBS check

Enhanced with Children Barred List Check

**RESPONSIBLE TO:** Leisure Centre Manager for professional standards and development.  
As well as Leisure Centre Duty Officers for day to day management

**WELSH LANGUAGE ASSESSMENT:**

Welsh language skills are desirable;

**Who are we?**

MonLife is a part of Monmouthshire County Council and delivers leisure, youth and outdoor education, green infrastructure and countryside, tourism, destination management, arts, museums and attractions. Its aim is to enrich people's lives through participation and activity. Building strong and vibrant places and communities in Monmouthshire.

**SAFEGUARDING:**

Child and Adult Safeguarding are key priorities for the Council. We aim to support children and adults at risk to be as safe as they can and to fulfil their potential. All Council employees and volunteers are responsible for playing their part in the well-being, safety and protection of children and adults at risk. All employees and volunteers will be trained to the appropriate level of safeguarding and have a duty to fulfil their personal responsibilities for safeguarding.

**Our Purpose:-**

To promote healthier lives and inspirational experiences, and promote the vibrancy of

Monmouthshire as a great place to be.

**The Purpose of this Role:-**

To work as part of a team which teaches and coaches people of all ages and abilities to develop swimming skills, technique and confidence in the water.

**Expectation and Outcomes of this Role:-**

You will work within the aquatics programme within a leisure centre and plan and deliver sessions using the Welsh Learn to Swim Framework. You will make sure safety standards are followed in sessions, identify learners' abilities and encourage them to reach their full potential.

**Your responsibilities are to:-**

- Teach swimming lessons as part of the MonLife's Learn to Swim programme and follow the National Learn to Swim Framework.
- Maintain up-to-date attendance and progression records of learners through our swimming management system including regular feedback and the awarding of certificates.
- Proactively plan your lessons using the National Learn to Swim Framework and review your class delivery regularly to ensure that your lessons are fun, interesting, and motivating.
- Undertake continuous training, as a part of MonLife's Swimming Development Programme.
- Prepare equipment which you require prior to the start of the lesson and to store equipment away safely at the end of your teaching period.
- Deliver excellent customer service
- Promote the sport of swimming to all learners and parents who attend the Learn to Swim Programme.
- Be dressed smartly to portray a positive image of MonLife whilst wearing the uniform provided whilst on duty.
- Deliver your lessons in line with the Leisure Centre's Normal Operating Procedures and Emergency Action Plans and attend any necessary training sessions to maintain your skills.
- Participate actively in supporting the principles and practice of equality of opportunity as laid down in the Council's Equal Opportunity Policy and to work within the safeguarding priorities at the Leisure Centre.
- Responsible for the implementation and monitoring of health and safety at work in designated areas as laid down in the authority's Health and Safety Policy and Procedures.
- Undertake any other duties which may be required by Monmouthshire County Council that is compatible with the level and remit of this post.

**Here's what we can provide you with:-**

- We can offer a culture that promotes collaborative team working and fosters close links with our partners.
- A motivated and enthusiastic service driven to achieve the best results for the Council and its local communities.

- In our Learn to Swim programme we use a - swimming management system with portable electronic tablets for recording attendances and learner achievements.
- We support in house training and development and apply the resources of Swim Wales Learn to Swim programme.
- The opportunity to develop Welsh language skills.

### **What else you need to know.....Our Values:**

Our purpose is underpinned by a clear sense of who we are as an organisation. We expect people who work with us to share a strong value set and expect that these are evident in the ways in which we work and engage with our communities.

**Teamwork:** We will work with you and our partners to support and inspire everyone to get involved. We will make the best of the ideas, and resources available to make sure we do the things that most positively impact our people and places.

**Openness:** We are open and honest. People have the chance to be involved and tell us what matters.

**Flexibility:** We are flexible, enabling delivery of the most effective and efficient services. This means a genuine commitment to working with everyone to embrace new ways of working.

**Fairness:** We provide opportunities for people and communities to thrive. We will always try to treat everyone fairly and consistently.

**Kindness:** We will show kindness to all those we work with, putting the importance of relationships and the connections we have with one another at the heart of all interactions.

This role will work with Monmouthshire to achieve these.

### **In addition:**

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

The authority operates a Smoke Free Workplace Policy which all employees are required to abide to.



### **Person Specification**

**How will we know if you are the right person for the role? As the successful candidate you will have demonstrated:-**

<b>Area</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	An ASA Level 1 Swim Teachers qualification or working towards (A,I)	An ASA Level 2 Swim Teachers qualification (A)  Willing to work towards a relevant Adult & Child teaching qualification (A)  Willing to work towards a teaching water polo qualification (A)  Willing to work towards a fin 2 fit instructor Qualification (A)  Willing to work towards a National Pool Lifeguard Qualification (A)
<b>Knowledge, skills, and Competencies</b>	Knowledge and understanding of Child Protection Policies in a swimming pool environment (A,I)  Ability to communicate effectively, both verbally and in writing with colleagues and customers (I)  Ability to be confident and assertive when occasion demands, yet fully committed to the principles of good customer service (I)  Ability to work with young people from varying backgrounds and with children/adults with specific needs (I)	Knowledge of swimming guidelines/standards (I)  Ability to confidently use our IT system and the use of our teacher tablets through the teacher's porta (I)  Practical knowledge of the Learn to Swim Wales Programme (A,I)
<b>Experiences</b>	Maintaining a high standard of customer service (I)	Working with people with a disability in a sporting programme (I)  Experience in the organisation, planning and

		delivery of structured swimming sessions and adapt to varying abilities, needs and ages(I)
<b>Personal Attributes</b>	<p>Self-motivated and punctual (I)</p> <p>Patience and understanding whilst working with all pupils including children/adults/groups with specific needs (I)</p> <p>Show high levels of professionalism in manner and dress (I)</p> <p>Be able to show commitment to continuous personal development (I)</p>	
<b>Other</b>	<p>Ability to work flexible hours(A,I)</p> <p>Understanding and demonstrate a willingness to promote positively the Equal Opportunities Policy of MonLife (A,I)</p>	Welsh Language Skills (I) (A)

### **(I) Interview (A) Application**

- **Welsh Desirable.**

You may be required to learn or improve your existing skills through attending staff Welsh language training funded by the council.

Should you require any further information regarding this post, please contact:

Relevant Leisure Centre Manager;  
Abergavenny Leisure Centre Manager– Michelle Witch (Tel: 01633 644800)

**Closing Date: 3rd April 2025**

## WELSH LANGUAGE SKILLS FRAMEWORK

LEVEL 1			
<i>Can understand basic everyday phrases if the speaker talks slowly and clearly and is willing to help. Can introduce yourself and others and can ask and answer questions regarding basic information, e.g. individual asking to see someone, where is the xxx meeting, toilet etc. Can transfer phone calls pass on a simple message or make a straightforward request, e.g. via e-mail.</i>			
UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> <li>➤ Can understand simple questions: where is the xxx meeting, where is the toilet, who is the person they wish to see. Can understand who to transfer a phone call to etc,</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can pronounce place names and personal names correctly.</li> <li>➤ Can greet individuals face to face or over the phone</li> <li>➤ Can open and close a conversation or open and close a meeting.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can read short sentence, e.g. basic signs, simple instructions, agenda items, simple information on forms</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can open and close an e-mail or letter</li> <li>➤ Can write personal names, place names, job titles</li> <li>➤ Can write a simple message to a colleague on paper or e-email, e.g. such and such has called.</li> </ul>
LEVEL 2			
<i>Can understand sentences when people talk about everyday situations, e.g. simple personal and family information. Can hold a basic conversation with someone to obtain or exchange straightforward information, e.g. discuss how a person is feeling; something which has happened; simple plan for the future. Can write and read messages in letters or e-mails describing familiar issues and written in short sentences.</i>			
UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> <li>➤ Can understand when people speak slowly about everyday situations, e.g. providing personal information, talking about what they have been doing, what they would like to do, how they feel general</li> <li>➤ Can understand when people ask you do something</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can communicate simple information or ask common questions, e.g. to acquire information from an individual</li> <li>➤ Can use Welsh to get to and emphasise with the individual but not able to conduct the entire conversation or session in Welsh</li> <li>➤ Can hold a short conversation with an individual or exchange relatively straightforward information</li> <li>➤ Can contribute to a meeting, but need to revert to English for specialist terms.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can read short message and certain letters or e-mails, e.g. those which make a request or ask you to pass on a message</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can write a short message to a colleague asking a question, thanking her/him, explaining something, e.g. time and place of a meeting</li> <li>➤ Can write a short letter or e-mail to arrange an appointment</li> </ul>
LEVEL 3			
<i>Can understand the main points when an individual or colleague is talking about familiar subjects, e.g. during a conversation or small group meeting. Can hold extended conversations with fluent speakers about familiar subjects involving everyday work. Can describe experiences and events and provide concise explanations and reasons for opinions and plans. Can read articles, letters or e-mails about general subjects. Can write letters or e-mails about most subjects, e.g. requesting something; providing information; inviting somebody or organising an event.</i>			
UNDERSTANDING	SPEAKING	READING	WRITING



<ul style="list-style-type: none"> <li>➤ Can understand individuals and colleagues when exchanging information or discussing plans, if the subject is familiar.</li> <li>➤ Can understand a discussion at a meeting if the subject is familiar.</li> <li>➤ Can understand individuals and colleagues in a familiar situation or in everyday conversation.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can take part in most conversations with colleagues about work and plans if the vocabulary is not too technical.</li> <li>➤ Can hold a conversation with an individual or exchanging relatively straightforward information.</li> <li>➤ Can contribute to a meeting but need to revert to English for specialist terms.</li> <li>➤ Can adapt the style of language to suit the audience.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can understand most e-mail messages or letters concerning day to day work.</li> <li>➤ Can guess the meaning of a word based on context if the subject is familiar.</li> <li>➤ Can read a simple, straightforward article in a newspaper or magazine types of written material.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can write a letter or e-mail to an individual, or colleague about most topics in order to request something; provide an explanation; describe an experience or situation; invite people or organise an event.</li> <li>➤ Can write relatively accurately when drafting a short information leaflet or poster in Welsh as required.</li> </ul>
--	--	--	--

#### LEVEL 4

*Can usually follow most conversations or discussions, even on unfamiliar topics, Can talk confidently with fluent speakers about familiar subjects relating to work, and can express an opinion, take part in discussion, and talk extensively about general topics, e.g. in meetings or one-to-one situations with individuals. Can understand most correspondence, newspaper articles and reports intended for fluent speakers with the aid of Welsh language resources and can scan long texts to find details. Can complete forms and write reports relating to work and respond accurately.*

UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> <li>➤ Can follow most conversations and discussions with individuals or colleagues even if the subject matter is unfamiliar.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can contribute effectively to internal and external meetings in a work context.</li> <li>➤ Can converse comfortably with individuals and exchange information as required.</li> <li>➤ Can argue for and against a specific case.</li> <li>➤ Can chair meetings and answer questions from the chair confidently.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can read most correspondence and scan long texts to find details.</li> <li>➤ Can understand most newspaper articles and reports with the aid of a dictionary.</li> <li>➤ Can understand texts, unless written in a very formal or colloquial form.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can produce correspondence of all types, short reports, documents and literature with support of Welsh language translation aids eg. Cysgeir, cysill.</li> </ul>

#### LEVEL 5

*Can understand everything that is being said. Can talk extensively about complex issues, presenting difficult information and can facilitate and summarise extended or complex discussions. Can summarise information from different sources (orally and in writing) and present it in a coherent way. Can express themselves spontaneously, fluently and in detail, adapting the language to suit the audience.*

UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> <li>➤ Can follow all conversations and discussions with individuals or colleagues.</li> <li>➤ Can understand the ambiguity and nuance of language.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can express yourself fully in detail, even when discussing complex issues.</li> <li>➤ Can adapt the style and register of your language to suit the audience.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can read and understand almost all written texts without difficulty, referring to a dictionary occasionally.</li> <li>➤ Can read long texts to find relevant details and can understand most types of written material.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can write reports in a clear style appropriate to the reader with the support of electronic language aids.</li> <li>➤ Can write formal or informal Welsh as required.</li> <li>➤ Can write a range of documents accurately and with confidence.</li> </ul>

