



## Swimming Instructor Job Description

<b>Job Title</b>	Swimming Instructor
<b>Grade</b>	Band 3
<b>Reports to</b>	Swimming Instructor and Pool Manager
<b>Responsible for</b>	N/A
<b>Liaison with</b>	Pupils Administrative staff Headteacher Teaching staff Catering and Caretaking Staff
<b>Job Purpose</b>	To become an integral part of our small team delivering swimming lessons to an exceptionally high standard. To plan lessons thoughtfully, taking into consideration the progress of each swimmer, and ensuring that each swimmer gets the most from their lessons. All aspects of work should be undertaken in a safe, sensitive and professional manner.
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Delivering swimming lessons in a safe, sensitive and fun manner</li> <li>• Following ASA Duckling awards, ASA NPTS and Birthlight schemes</li> <li>• Ensure that HEARTS pedagogy is followed with clear understanding of the progression of knowledge and skills in swimming at Waterman Swim School</li> <li>• Teaching a variety of ages, abilities and disabilities, such as babies, toddlers, children and adults, beginners to advanced</li> <li>• Ensuring swimmers always behave in a safe way whilst on the poolside and in the pool hall</li> <li>• Ensuring that spectators behave appropriately on the poolside</li> <li>• Being responsible for the safety of swimmers and performing lifeguard duties. Always risk assessing</li> <li>• Starting and finishing lessons punctually</li> <li>• Planning lessons after reviewing current records</li> <li>• Recording lessons after teaching each session and maintaining files, keeping them up to date</li> <li>• Preparing written progress reports</li> <li>• Issuing certificates once swimmers have completed and fully demonstrated the required skills for each criteria</li> <li>• Reviewing the makeup of the swimmers in each class and progressing swimmers into higher level classes as and when appropriate</li> <li>• Checking teaching equipment is in good working order and tidying away efficiently at the end of each teaching shift. If equipment is damaged, report to appropriate person and take out of use immediately</li> </ul>

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Registered office: HEARTS House, 2 Mount Road, Wickford, Essex SS11 8HE



Stambridge  
Primary School and Nursery



# HEARTS Academy Trust

	<ul style="list-style-type: none"><li>• Communicating in a welcoming, friendly and professional manner to all customers, swimmers, parents and staff</li><li>• Promote the business fully, to ensure that new enquiries are constantly being generated and new swimmers enrolled</li><li>• Ensuring that all compliance documentation is adhered to and maintained with accuracy and rigor</li></ul>
<b>General</b>	<ul style="list-style-type: none"><li>• To attend relevant training and meetings as required</li><li>• To respect confidentiality at all times</li><li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager</li><li>• Working as part of a team, ensuring good communication both within Waterman Primary School, Waterman Swim Team and with the HEARTS Academy Trust</li><li>• Presenting the Waterman Primary School, Swim School and HEARTS Academy Trust in a positive manner always</li><li>• Contributing ideas for improvement</li><li>• Behaving in a welcoming, friendly and approachable manner and providing excellent customer service in all aspects of the swim school</li><li>• Be fully knowledgeable of our timetable and what we offer as a Swim School, such as lessons and prices</li><li>• To understand and apply school policies in relation to health, safety, welfare and behaviour of pupils</li><li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li><li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li><li>• Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment</li></ul> <p>The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head of School to carry out appropriate duties within the context of the job, skills and grade.</p>

**Name of employee:**

**Signature of employee:**

**Date:**