

# SWIMMING TEACHER

**Description:**

The ideal candidate for this part time position will be an enthusiastic, motivated and creative individual who works well as part of a team and has experience in delivering swimming sessions.

An ASA or STA Level 2 qualification is essential.  
A Lifeguard/Pool Helper Qualification is desired.

The successful applicant will be required to work days, evenings and weekends, therefore a flexible attitude to shift work is essential. They must be willing to travel between sites at Centre AT7 & Xcel Leisure Centre.

**PLEASE NOTE:** Enhanced DBS Clearance is a requirement for this role. Applicants must either be enlisted on the DBS Update Register or willing to apply for a DBS Certificate via Coventry Sports Foundation.

**Benefits include:**

- Free use of our facilities over three sites (Xcel Leisure Centre, Alan Higgs Centre & Centre AT7)
- Excellent training and development prospects

**Department:**

Sports Development

**Hours:**

Various

**Hourly Rate:**

Competitive rates of pay (depending on qualification)

For an application pack and to apply online please visit [www.covsf.com/jobs](http://www.covsf.com/jobs) and complete the short application form.

**Closing date for applications: Ongoing Vacancy**

Coventry Sports Foundation is an equal opportunities employer.  
A DBS Check will be required for the successful candidate.





**Job Title:** Swimming Teacher

**Job Purpose:** To work as part of the swimming instruction team at the Xcel Leisure Centre and Centre AT7 to deliver coaching sessions within the format prescribed by the Sports Development Department.

**Responsible To:** Swimming Coordinator

**Responsible For:** Not applicable

**Main Tasks:**

- To deliver specific coaching sessions within the regular and holiday swimming programmes at the Xcel Leisure Centre and Centre AT7.
- To ensure that all-coaching sessions and practices are within the current guidelines of ASA and other governing bodies as are appropriate.
- To work with the Swimming Coordinator in the development of the coaching programme and adhere to all associated policies and procedures.
- To encourage and facilitate the progression of children through various stages of development.
- To communicate with parents/guardians as to the progress of the children.
- To actively promote the work of the swimming programme to outside agencies and target groups of the Foundation.
- To ensure that all-coaching and lifeguarding qualifications are maintained within the acceptable standards of the governing bodies.
- To attend refresher/training courses as necessary.
- To be familiar with and act upon Health and Safety procedures within the swimming environment.
- To be responsible for monitoring and reporting maintenance issues that may affect standards of coaching.

- To attend any relevant meetings as necessary.
- To maintain all relevant administrative procedures. i.e enrolment cards and registers.
- To be involved in any aspects or opportunities for sharing of good practice, expertise and responsibilities between the Xcel Leisure Centre and Centre AT7 and the Alan Higgs Centre.
- The principal place of employment will be the Centre AT7 or the Xcel Leisure Centre, but the employee will be required to work and carry out the tasks as defined in the Employment Specification at a range of sites that are either operated or managed by the Foundation.
- To be involved in any aspects or opportunities for sharing of good practice, expertise and responsibilities between the facilities of the company.
- To generally help promote the work and public image of the company, by always maintaining high standards of personal appearance and adopting a friendly but professional approach to the public.
- To undertake other duties, as specified by Line or Senior Management which are appropriate to the level and general responsibilities of the post.

This job description is neither exhaustive nor exclusive and may be reviewed in the future depending upon operational requirements and staffing levels.

	Essential	Desirable
<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>• A Level 2 Swimming Teachers Qualification.</li> <li>• Experience of planning and delivering swimming lessons as a volunteer or in paid employment.</li> <li>• Experience of monitoring and evaluating performance.</li> </ul>	<ul style="list-style-type: none"> <li>• Lifeguard/Pool helper Qualification.</li> <li>• Experience of working with disadvantaged groups.</li> <li>• Experience of working with special needs children.</li> <li>• A sound understanding of the curriculum in schools in relation to swimming.</li> <li>• First Aid qualification.</li> </ul>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Coaching skills.</li> <li>• Ability to plan and deliver high quality, varied and effective swimming lessons.</li> <li>• Good understanding of safeguarding, health and safety and sports equity principles, policies and procedures.</li> <li>• Organisational, planning and administrative skills.</li> <li>• Excellent communication skills.</li> <li>• Excellent leadership skills.</li> <li>• Ability to adapt sessions appropriately dependant on the needs of the group.</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant knowledge and experience of swimming development, including club and coach development.</li> <li>• Experience in the organisation of competitions.</li> <li>• Basic IT knowledge, numeracy and literacy.</li> <li>• Knowledge of relevant national governing body programmes, policies and procedures.</li> <li>• Continually working towards coaching qualifications.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to work on own initiative and lead a team of people.</li> <li>• Adaptable, approachable and flexible.</li> <li>• Outwardly enthusiastic and confident.</li> <li>• Show a flexible approach to work.</li> </ul>	<ul style="list-style-type: none"> <li>• Desire to further training and career development prospects.</li> <li>• Ability to be positively persuasive and motivate both individuals and teams.</li> <li>• Supportive qualities that will encourage young people to achieve their personal goals.</li> <li>• Broader interests relating to sport and leisure activities.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Ability to work unsociable hours/weekends.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to travel between sites.</li> </ul>