

JOB DESCRIPTION

JOB TITLE: SWIMMING INSTRUCTOR

ACCOUNTABLE TO: TEACHING CO-ORDINATOR AND COMMITTEE

RESPONSIBLE FOR: Coordinating and delivering a comprehensive programme of swimming lessons and other activities to nationally recognised standards.

RECOMMENDED QUALIFICATIONS:

ASA Level 2 Certificate for Teaching Swimming
Teacher Rescue Test or NPLQ

SKILLS REQUIRED:

- Inspires others to have confidence in his/her knowledge and ability.
- Is observant, imaginative, enthusiastic.
- Sound organisational skills.
- Ability to motivate swimmers.
- Patience.
- Ability to communicate effectively with swimmers, parents and colleagues. (Excellent communication skills both verbal and visual to all levels of swimmers, parents and colleagues)

MAIN DUTIES

1. To work with a group of swimmers to help them achieve the aims required by the clubs agreed lesson plans.
2. Keep an up to date register of all swimmers attending each session.
3. Make notes of any particular need of an individual swimmer.
4. Ensure that you can access emergency contact details for all swimmers in your group.
5. Abide by all policies and codes as required by the Club.
6. Ensure that you have copies of injury report forms available at all times.
7. Ensure that all qualifications are renewed and updated as and when required.
8. Maintain your teaching standards by attending updating your training via ASA courses and CPD's.
9. Attend Club meetings as required by Teaching Co-ordinator, Chief Coach or Committee.
10. Ensure that their Swimmers welfare and safety is paramount at all times



11. Treat all children with respect and dignity
12. Have the work area prepared before the start of the lesson (equipment etc)
13. Give a minimum of 48 hours notice for any absence
14. Set an example by conducting themselves in a proper manner
15. Be aware and understand the facility (swimming pool) Emergency Action Plan and Normal Operating Procedures.
16. To follow and promote the ASA Child Protection Policy.
17. Enfield Swimming Club do not have Employee Liability Insurance. This means that if a Teacher/Coach was found to be personally responsible for negligence as apposed to the Club then you would not be covered by Enfield Swimming Club's insurance. We strongly advise you if you have not already done so that you contact the IOS/STA to obtain Personal Insurance. Receipt of this job description confirms that you have been made aware of this.

Time Commitment: _____

Signatures: Teacher: _____ Date: _____

Chairperson: _____ Date: _____