

JOB DESCRIPTION



JOB TITLE: Teaching Co-ordinator

ACCOUNTABLE TO: The Committee

RESPONSIBLE FOR: Overall responsibility for the smooth running of all teaching sessions. Active encouragement of the development of both swimmers and staff.

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 and 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

Duties and Responsibilities – To be carried out whilst working in close association with the Chief Coach, administrator, and where necessary, members of the Committee.

Administration

1. Compilation, updating and regular maintenance of accurate registers for teaching sessions for swimmers to include the recording of swimmers achievements (badges).
2. Put together a programme of balanced learning for the swimmers in order that a consistent standard of teaching/learning is achieved throughout the teaching sessions.
3. Receive telephone enquiries regarding vacancies for lessons. Invite parents to attend a teaching session and arrange trial swims as necessary. Keep a waiting list and make contact with parents when appropriate.
4. Arrange regular meetings with the Instructor / Coaches to ensure consistent standards throughout the Teaching Section of the Club.

Staff

1. Ensure adequate staff cover, for all teaching sessions. Arrange Co-ordinator cover for periods of absence, if necessary with the assistance of the Committee.
2. Create and maintain a register of availability of all staff to help with emergency cover.
5. Keep all current members of staff up to date with details of teaching / lifeguard vacancies and where hours cannot be covered by current staff, liaise with the Committee regarding advertising for and employment of new staff. Ensure that all new staff are notified to the Welfare Officer (for CRB checking) the Secretary and Treasurer so that all necessary paperwork can be completed.
6. Provide all teaching staff with relevant information to allow them to deliver consistent standards of teaching throughout the club and to supervise the implementation of this teaching, including badge work.
7. Introduce and manage an agreed orientation programme for new Teaching Assistants ensuring a good range of experience and agreed number of hours training. Ensure good supervision of these trainees. Provide them with a log book to record their hours, experience etc.
8. Encourage staff whether unqualified or qualified to attend training courses to further their qualifications.

Swimmers

1. Implement agreed programme of balanced learning throughout the teaching sessions to ensure a consistent standard of achievement throughout the club for all levels of learners.
2. Regular promotion of swimmers throughout the Teaching Section and to Coaching as they progress.
3. Deal with queries from parents regarding their swimmers and the Club including collection of monies (in sealed envelopes) on behalf of the Treasurer.

General

1. Support the Committee in the effort to achieve Swim 21 accreditation for the Club and following success, support and implement all elements of the Swim 21 Programme.
2. Attend monthly Committee Meetings to give report on Teaching Section of the Club.
3. Maintain high standards of customer care representing the Club in a professional manner.
4. To follow and promote the ASA Child Protection policy.

5. Ensure that TC and all staff can access emergency contact details for all swimmers in the Teaching Section.
6. Abide by all policies and codes as required by the Club.
7. Ensure that all staff have copies of injury report forms available at all times.
8. Maintain teaching standards by attending updating your training via ASA courses and CPD's.
9. Ensure that the Swimmers welfare and safety is paramount at all times
10. Treat all children with respect and dignity
11. Set an example by conducting themselves in a proper manner
12. Be aware and understand the facility (swimming pool) Emergency Action Plan and normal operating procedures.
10. To follow and promote the ASA Child Protection Policy.

Time Commitment: _____

Signatures: TC : Date:

Chairperson: Date: