

The Department of Education, Sport & Culture

Job Description Casual Swim Instructor

PURPOSE OF POST

- To improve the swimming skills of local children and other specialist users to an appropriate level using the National Plan for Teaching Swimming.
- To contribute as a member of the Education & Children Department with the intention of providing an effective and efficient swimming lessons service

MAIN DUTIES AND RESPONSIBILITIES

- The planning and delivery of the specified swimming lesson programme to children, and or adult classes
- The production and development of required documentation i.e. lesson plans, individual records & assessment sheets
- The effective organisation of classes as required
- To teach the specified programme meeting the standards required
- To produce and develop teaching places within guidelines issued by the activities officer
- To assess, examine & recommend pupils for appropriate awards
- To keep required registers & monitoring systems
- To assess & record pupils standards at the start and end of the teaching programme
- To meet the objectives and targets set by the section
- To communicate and encourage participation and feedback
- To be fully conversant with the teachers normal operating procedures and emergency operating procedures
- To liaise with and support other teachers to ensure high standards at all times
- To provide on the job training, support and supervise assistant swimming teachers
- To prepare any equipment required and to store as appropriate
- To meet all training requirements and participate in continuous professional development
- To wear any uniform and name badges provided
- Fulfil personal requirements were appropriate with regard to departmental policies and procedures particularly health & safety, child protection, work standards and customer care
- To be capable of passing and maintaining the rescue test for teachers and have the fitness to be able to apply it should an incident happen
- Whilst carrying out the duties the post holder will have frequent contact with the general public.
- All personnel should wear and maintain the uniform provided. Whilst carrying out their duties all staff should enhance the services by maintaining good public relations assisting where possible to further promote the Centre and its activities.
- In order to provide appropriate standards of service and to maintain a good public image, it is a condition of the job that the post holder will not consume alcoholic drinks during the duration of the working day

SAFEGUARDING

The Department of Education, Sport and Culture is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff are required to undertake training with regard to the safeguarding and welfare of children and young people and the Department commits to providing this training e.g. via induction, on-line, briefings at staff meetings inset days etc., as appropriate.

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact and to adhere to, and ensure compliance with, the Safeguarding Children Board Child Protection procedures and the school/service's Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children School/Service, they must report any concerns to the designated Safeguarding lead in their area or to the department's Child Protection and Safeguarding Officer.

The contents of this job description may be reviewed and updated as necessary to ensure that it remains accurate and complete. All changes will be made in discussion and with the agreement of the Head of Service or designated Officer.