



**JOB DESCRIPTION (JD)
AND EMPLOYEE
SPECIFICATION (ES)**

Standard Template

JOB TITLE:	Swimming Instructor		
GRADE: JOB CODE:	Grade 6, SCP 15-23 (Market Supplement scp 27) INS20a	SERVICE AREA:	Sport & Leisure
REPORTS TO:	Shift Supervisor / Duty Manager	LOCATION:	Any Sport & Leisure operated facility
SPECIAL CONDITIONS:	<ul style="list-style-type: none"> • Must hold an Appropriate Governing Body Qualification (STA or Swim England approved). • Must hold appropriate lifesaving qualification. • Must maintain current knowledge with regard to instructed activity. Hours worked will be to meet delivery needs. • Instruction to be given from poolside or from within the pool as required. • DBS clearance to the required standard is a mandatory condition of employment. • Must participate in CPD schemes and maintain relevant qualifications. • This post is covered by the Government’s Code of Practice on the English Language Fluency Duty for public sector workers. The Post holder will be required to communicate verbally with customers and provide advice and/or information in accurate spoken English. • Your designated place of work will be any Sport & Leisure operated facility. The council operates customer focused hybrid ways of working. This is subject to change and you may be required to work from other locations, short or long term. 		

1. Main purpose of the job role:

- Delivery of swimming instruction to customers in accordance with relevant governing body guidelines and Sport and Leisure Services procedures.
- Work as part of team to deliver and develop the Walsall Swim Academy across our facilities.
- Follow the STA learn to swim framework to deliver a consistent high quality offer to customers.
- Embrace new systems of work to ensure maximum customer satisfaction and retention.

2. Role specific duties and accountabilities:

- Completion of relevant administrative duties in order to provide excellent customer care.
- Compliance with all Health and Safety Standards to ensure a safe environment is provided at all times.

- To participate in continuous quality improvements initiatives.
- Assist with customer enquiries and ensure their safe and enjoyable participation of activities.
- The set up and storage of all equipment used on site.
- The maintenance of good communication with the management and instructor team.
- Any other duties appropriate to the position in consultation with the line managers.

3. Corporate duties and accountabilities:

The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.

Through personal commitment and clear action, the postholder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.

Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.

This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.



JOB TITLE: Swimming Instructor	GRADE 6	
	Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	WEIGHT CODE shows relative importance Low=1 Medium=2 High=3
Behaviours: refer to corporate behaviours document		
Professionalism - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	A/I	3
Leadership - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	Not Applicable	
Accountability - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	A/I	3
Transparency - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	A/I	3
Ethical - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	A/I	3
Abilities/Skills:		
1: Ability to deliver swimming instruction to governing body standards.	A/I	3
2. Ability to complete relevant administrative duties relevant to the post.	A/I	3
3. Ability to follow routine health and safety policies and procedures.	I	3
4. Ability to communicate effectively with all customers, staff and management	I	2
5. Ability to follow instructions and carry out procedures.	A/I	2
6. The ability to communicate verbally with customers and provide advice and/or information in accurate spoken English is essential for the post.	I	3
Knowledge/Experience:		
Knowledge of governing body standards, and experience of delivery within an education or leisure setting.	A/I	3
Evidence of continuous professional development (where applicable)	A	
Qualification:		
Must hold valid STA or Swim England approved instruction qualification.	A	

Must hold valid recognised lifesaving award (i.e. safety Award for Teachers) or higher	A	
Other Essential Requirements		
An awareness of, and commitment to, equality of opportunity.	1	2
Awareness of, and commitment to, confidentiality and handling data.	1	2
Prepared by: S. Webb		Date: July 2019