

## JOB ROLE PROFILE AND PERSON SPECIFICATION

Post Title and Number: School Swimming Instructor

Present Grade: 5 Dept: Schools Traded Services

Service/Section/Team: Enfield Swim Service

Reports to (title): Michelle Leach

### Purpose of the Role:

Teaching groups of 5 – 18 year-old pupils swimming, within an Education swimming programme, accommodating the needs of both the able-bodied, physically impaired and/or mentally impaired as appropriate. Each programme to include the development of the student's confidence (taking into consideration the effect of different cultural/ethnic backgrounds); specific instruction in a variety of swimming strokes (e.g. Front crawl, Backstroke and Breaststroke), and training in other aquatic skills and techniques as required by the individual/group.

Preparing and maintaining swimming registers and records of pupil progress for the Lead Swimming Instructor.

Reporting to the Lead Swimming Instructor, with regard to incidents/issues, that arise in the day to day running of the programme.

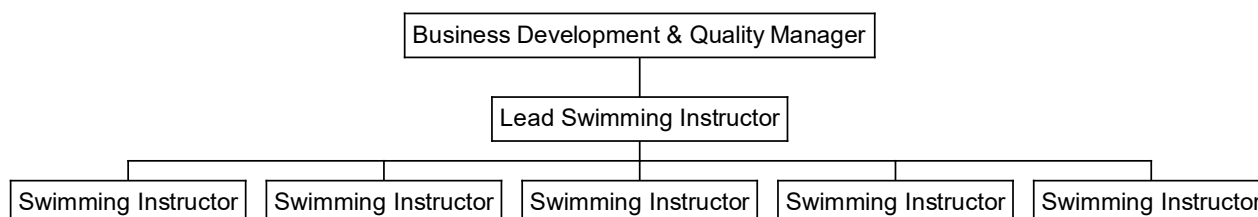
Maintaining and safely storing all equipment required for the instruction of swimming techniques (e.g. floats, rings, armbands etc).

Casual Opportunities will be mainly at Albany and Edmonton swimming pools.

### Dimensions including Structure Chart:

1. Annual budgetary amounts with which the role is either directly or indirectly concerned:  
N/A

2. Structure Chart:



3. Number of direct reports: None
4. Nature of reporting relationship between post holder and line manager. The Lead Swimming Instructor will directly manage this post. See above chart
5. Any other relevant statistics

**Key Accountabilities:**

Insert the most important and frequent accountabilities first.

(You are not restricted to eight accountabilities)

<b>Accountabilities</b>	<b>Percentage of Time (%)</b>
<b>1. To deliver lesson plans and the existing programmes for each year group as directed from the lead swimming instructor and be able to motivate, control and instruct groups of pupils in a variety of different swimming strokes and techniques.</b>	
<b>2. Working within a team, instruct groups of up to 30 students of varying ability, in the practicalities of a variety of swimming techniques and other aquatic skills. To prepare and train pupils towards the attainment of various swimming awards and meet the national curriculum.</b>	
<b>3. To promote and encourage confidence in water skills whenever necessary and show special consideration for all pupils as appropriate.</b>	
<b>4. To ensure that all hygiene requirements of the pool are followed (with regard to general cleanliness and skin disorders/infections etc) and ensure, in co-operation with the class teacher, that all necessary action is taken in the event of a breach of such regulations.</b>	
<b>5. To be aware of First Aid and Fire/Evacuation procedures at respective pools.</b>	
<b>6. To be responsible for the formal assessment of pupils in a variety of Borough awards and ensure that all achievements are correctly recorded clearly on the tick sheets provided for the various programmes.</b>	
<b>7. To liaise with school staff to encourage class</b>	

<b>teachers to become involved with the programme suggesting ways they can assist with pupils who are having difficulty understanding or participating</b>	
<b>8. Report to the lead swimming instructor immediately if school staff inform you of any cancellations so the pool management and transport can be notified.</b>	
<b>9. Attend meetings as arranged by the Schools Traded Services team to advise and participate in the maintenance and development of the schools swimming programmes.</b>	
<b>10. To record at the start of the lesson student numbers and course attendance figures on the provided digital device.</b>	
<b>11. To read the provided handbook, understand all the procedures and be aware of the various condition's pupils have that may require the school to have extra staff attending and report them to the lead swimming instructor.</b>	
<b>12. To be responsible for the requisitioning and storing of all swimming equipment and ensure that it is available (and in good condition) for use at the swimming lessons.</b>	
<b>13. To be able to work as a team and be directed by the other instructors as to each lessons content.</b>	
<b>14. Early notification of any sickness which would prevent teaching so that a replacement instructor can be contacted.</b>	
<b>15. To update necessary swimming, lifesaving and first aid qualifications.</b>	
<b>16. Attend further courses as deemed appropriate by the Lead Swimming Instructor.</b>	
<b>17. Any other duties reasonably requested by management.</b>	
<b>18. Carry out all accountabilities in compliance with the Council's Policies and Procedures.</b>	

### **Key Relationships (Internal and External):**

School staff – supporting the teaching and learning  
Pupils – teaching (including special needs children)  
The instructors – to work within the team of instructors  
Pool Management – Sports Development – liaison  
Lead swimming instructor – report all incidents and be managed by  
Schools Traded Services & External Projects – strategic direction

### **Equality and Diversity:**

The Council has a strong commitment to achieving equality in its service to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their own work.

### **Health and Safety:**

The post holder shall ensure that the duties of the post are undertaken with due regard to the Council's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.

For a more detailed definition of these responsibilities, refer to the current versions of the Corporate Health & Safety Policy, Group Safety Policy and employee information leaflet entitled "Health & Safety Policy; Guidance on Staff Health & Safety Responsibilities".

#### **Corporate Health and Safety Responsibilities**

All employees have personal responsibilities to take reasonable care for the health and safety of themselves and others. This means:

1. Understanding the hazards in the work they undertake;
2. Following safety rules and procedures;
3. Using work equipment, personal protective equipment, substances, and safety devices correctly; and
4. Working in accordance with the training provided and only undertaking tasks where appropriate training has been received.

Employees shall co-operate with the Council by allowing it to comply with its duties towards them. This requires employees to:

- take part in safety training and risk assessments and suggest ways of reducing risks; and
- take part in emergency evacuation exercises.

Employees shall report all accidents, 'near miss' incidents and work related ill health conditions to their manager/supervisor/team leader.

Employees shall read the Corporate Health & Safety – Organisation Part B Policy to ascertain and understand their responsibilities as an employee, line manager, Assistant Director or Director of the Council.

#### **Information Security:**

In order to protect the confidentiality, integrity and availability of Council information, including information provided by customers, partner organisations, and other third parties, where applicable, employees will comply with the Council's Information Security Policy.

#### **Statement of Commitment to Safeguarding of Children and Vulnerable Adults through safer employment practice:**

Enfield Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. Safe recruitment of staff is central to this commitment, and the Council will ensure that its recruitment policies and practices are robust, and that selection procedures prevent unsuitable people from gaining access to children, young people and vulnerable adults. All staff employed to work with or on behalf of children and young people in the Council must be competent.

All staff working with Children & Vulnerable Adults should be aware of, and share the commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults when applying for posts at Enfield Council.

## PERSON SPECIFICATION

**Job Title:** School Swimming Instructor

**Grade:** 5

**Department:** School & Early Years Improvement Service

**Team:** Swim Team

<b>KNOWLEDGE, SKILLS &amp; ABILITIES</b> (You are not restricted to 2 criteria for each category)	<b>HOW TESTED</b> Application – A Test – T Interview – I
<p><b>Job Specifics – Skills, Experience</b> (In this section you should list between <b>4</b> and a maximum of <b>8</b> essential recruitment and selection criteria and <b>2</b> desirable criteria). <b>The information you provide in this section will be used in the recruitment application process to assess the suitability of job applicants.</b></p> <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Experience of delivering on a schools’ swimming programme including special education needs</li> <li>• Experience of working effectively as part of a team and also independently</li> <li>• Knowledge and understanding of the National Curriculum/Swimming</li> <li>• Good communication skills</li> <li>• Ability to travel around the Borough</li> <li>• ASA aquatics swimming teaching level 2 Qualification</li> <li>• Current First Aid Certificate</li> <li>• RLSS NPLQ (National Pool Lifeguard Qualification) or at least an RLSS/ASA Teachers Rescue Award</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Understanding and knowledge of cultural issues relevant to swimming</li> <li>• Experience of teaching children with special educational needs</li> </ul>	<p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p>

<p><b>Competencies*:</b></p> <p>Please choose a maximum of 6 most important competencies for the role from either the <a href="#">Staff Competency Framework</a> (up to SO2) <a href="#">Leadership Competency Framework</a> (PO1 and above) and list here in ranked order. Candidates will be asked to address these when making their application.</p>	
<p><b>Knowledge*</b></p> <ul style="list-style-type: none"> <li>• Understanding of the principles underpinning equal opportunities and the ability to apply them</li> <li>• Understanding of working with children with special educational needs.</li> <li>• Understanding of the importance of safety in and around the pool environment</li> <li>• Understanding the importance of good timekeeping</li> </ul>	
<p><b>Qualification(s)*</b></p> <p>ASA aquatics swimming teaching level 2 Qualification</p> <p>RLSS NPLQ (National Pool Lifeguard Qualification) or at least an RLSS/ASA Teachers Rescue Award</p> <p>Current First Aid Certificate</p>	
<p><b>Other Special Requirements*</b></p> <p>1.</p> <p>2.</p>	

**Behaviours**

Appropriate behaviours are key to the delivery of our vision for Enfield.

We want staff who will work collaboratively, flexibly and constructively, and exhibit this ethos in all their dealings with residents, colleagues and partners. Our leaders will be exemplars of the following behaviours and encourage them in staff at all levels;

**Takes Responsibility**

We want staff who are willing to make decisions and be accountable for them. Staff should have a positive can-do attitude where they see problems as challenges which can be overcome. They should accept responsibility for service delivery, be clear about their service offer and deliver what they promise.

#### **Is Open, Honest and Respectful**

We want staff who are comfortable and confident to acknowledge the difficulties and the barriers they face. They should also be able to constructively challenge the way things are done where there is evidence that it impedes service delivery. Challenge should be conducted in a professional, courteous manner with the aim of reaching a mutually agreeable resolution.

#### **Actively Listening and Learning**

We want staff who are prepared to actively listen and reflect on customer concerns with a view to understanding the customer's point of view. Staff should be able to receive constructive criticism and be prepared to adapt the way they operate and deliver services where appropriate.

#### **Working Together to find solutions**

We want staff who can work collaboratively with other departments and partners, freely sharing their knowledge and skills to identify solutions to address customer concerns.

**Candidates: Please ensure you address these behaviours in your responses to the essential and desirable (if applicable) criteria above.**

**\*If you want specific knowledge assessed to determine the suitability of a job applicant, or a specific qualification is required for the postholder to undertake the job role, or there is a special requirement that needs to be assessed, you must also include these requirements in the Job Specifics – Skills, Experience and Competencies section.**

**HR will use a competency assessment tool to ensure that individuals matched to jobs under the Redeployment process (or shortlisted & you choose to assess candidates using a competency assessment tool e.g Facet 5 psychometric assessment) achieve the highest ratings for your ranked competencies. Those candidates that require development in some areas will be discussed with you.**