

|                         |   |
|-------------------------|---|
| <b>Designation:</b>     | <b>Trainee Swimming Teacher</b>   |
| <b>Grade:</b>           | <b>Stroud 1 progressing to Stroud 2</b>   |
| <b>Hours:</b>           | <b>37</b>   |
| <b>Location:</b>        | The Pulse, Dursley  |
| <b>Job Purpose:</b>     | <b>To provide teaching cover for lessons to include schools, ASA levels 1-7 (50 week continuous programme), preschool, parent and babies plus Adults.</b> |
| <b>Responsible to:</b>  | <b>Duty Manager</b>   |
| <b>Responsible for:</b> | <b>none</b>   |

## KEY DUTIES

- To be customer focussed and ensure that the widest possible access is available to the facility.
- To teach and coach customers in swimming and swimming related activities as required
- To assist in programme delivery; carry out duties including administrative, lifeguarding, and cleaning as required.
- Be part of a team which is effective in responding to the Emergency Action Plans

## SKILLS AND KNOWLEDGE

- Be prepared to study and gain your NPLQ
- Be prepared to study and gain ASA Level 1/2 swimming qualification
- Good general education or equivalent experience
- Good written and verbal communication skills
- Experience of working with the public
- IT Literate
- Ability to manage own time and workload

## COMPLEXITY AND CREATIVITY

- Assist your manager in ensuring that a positive team ethos is engendered and maintained. Be a positive team member.
- Maximise income potential through positive members journey experience

Work essentially conducted in accordance with established

procedures/practices but needing occasional creative skills to resolve routine problems.

## JUDGEMENT AND DECISIONS

- Routine decisions on aspects of work with all other decisions being referred to the Fitness or General Manager

Work is carried out within clearly defined rules and procedures involving decisions chosen from a range of established alternatives.

## CONTACTS

- Members of the Council
- Members and staff of other local authorities/partner agencies
- Suppliers and contractors
- Members of the public

Contact required in respect of well established matters providing readily available information or assistance, or occasionally dealing with issues where the outcome may not be straightforward.

## RESOURCES

Responsible for the proper use and safekeeping of office equipment and for the accurate handling and security of small sums of cash and cheques.

## TRAVEL DESIGNATION

Casual

## GENERAL

- To work with communities sometimes outside normal office hours, including weekends.
- To ensure that at all times service delivery informs, reflects and supports the Council's prevailing aims and objectives.
- To work with colleagues across the organisation as required in support of organisational goals.

- To promote the Council's overall commitment to equality of opportunity/Diversity at all times and work within the requirements of the Council's Equality Scheme.
- To undertake all training and development initiatives as required.
- To work within Health and Safety guidelines in accordance with the Health and Safety at work Act.
- To work within the requirements of the Council's Environmental Policy and Management System.
- To undertake any appropriate duties required to meet the Council's obligations under the Civil Contingencies Act.

*This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.*