

<b>Designation:</b>	<b>Trainee Swimming Teacher</b>
<b>Grade:</b>	<b>1</b>
<b>Hours:</b>	<b>0</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.
- Assist the teachers deliver the learn to swim programme.
- Once qualified 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

- This is a trainee position therefore no previous experience is required
- Excellent verbal communication skills
- IT Literate

Ability to undertake work consistent with a comparatively basic knowledge and skills requirement, which encompasses a range of tasks involving the application of readily understood rules, procedures and techniques.

## COMPLEXITY AND CREATIVITY

- Responds to straightforward queries and complaints
- Assist your manager in ensuring that a positive team ethos is engendered and maintained. Be a positive team member.
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Work essentially conducted in accordance with established procedures/practices but needing occasional creative skills to resolve routine problems.

## JUDGEMENT AND DECISIONS

Work is carried out within clearly defined rules or procedures and advice is available when required.

## CONTACTS

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

Routine or incidental contacts involving the exchange of information on non-contentious matters.

## RESOURCES

Little or no responsibility for physical or financial resources.

## 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.*