

Isle of Wight Council

Job Description



Identifying Facts	
Title of Post: Swimming Instructor	
Directorate: Neighbourhoods	Post No: 45005913
Section: 1Leisure	Date: 25/10/2018
Responsible to: Swimming Lesson Coordinator/Facility Manager	

Job Purpose

Major Tasks

1. Promote equality as an integral part of a role and treat everyone with fairness and dignity.
2. To develop and maintain a generic skill set that allows the Isle of Wight Council to employ your skills, abilities and experience across the Council and its formal partnerships as needed.
3. To teach within the guidelines set down ensuring the swimming programmes are adhered to at all times.
4. To ensure that facility Health and Safety procedures and Child Protection Policy are adhered to all times.
5. To assess pupils at the required times using the Swim England & STA structure/National Teaching Plan.
6. To see that all equipment used is looked after and returned to appropriate storage areas.
7. To maintain records as directed by the Swim Coordinator/Facility Manager.
8. To oversee assistant teachers during classes.
9. To ensure all assistant teachers adhere to guidelines.
10. During a pupils first less, screen the pupil to ensure they are placed in correct class.
11. Provide a safe, informative, fun and productive lesson.
12. To ensure qualifications are kept up to date, with attendances at seminars/courses.

13. A smart appearance is essential at all times wearing the uniform, badges etc provided by Leisure .

14. Ability to work to the standard of a quality management system/Investors in People.

Generic quality statement: The Isle of Wight Council expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.

Safeguarding - The Isle of Wight Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment practices.

Diversity and Equality - All employees are expected to treat others with dignity and respect.

Health and Safety - The Isle of Wight Council has a duty to protect employees and all employees have a duty to protect themselves and others from harm as far as is reasonably practicable.

Data Protection and ICT Security – All employees are required to ensure that any information or data collected or input in to a council system complies with the standards set out and any associated processes that are specific to an area of work.

This job description is correct as at the date given above. In consultation with the postholder it is liable to variation by management to reflect or anticipate changes to the job. As a term of employment the postholder may be required to undertake other duties in this post or, following consultation, any other post in any of the Isle of Wight Council's Directorates.