

## PERSON SPECIFICATION

**JOB TITLE:** Swimming Instructor

**DEPARTMENT:** Neighbourhoods / 1Leisure

**GRADE:** 08

**PREPARED BY:** Stuart Babington

**POST NO:** 45005913

**DATE:** October 2018

<b>E = ESSENTIAL</b> <b>D = DESIRABLE</b>		<b>SOURCE OF EVIDENCE - APPLICATION =</b> <b>TEST =</b> <b>INTERVIEW =</b>		<b>A</b> <b>T</b> <b>I</b>
	<b>1. EXPERIENCE, direct work experience, other relevant experience.</b>		<b>W =5</b>	
<b>E</b>	Experience of teaching classes to all ages and abilities			<b>A/I</b>
<b>E</b>	Experience of one to one, schools and groups			<b>A/I</b>
	<b>2. KNOWLEDGE, without which the job cannot be done effectively.</b>		<b>W =3</b>	
<b>D</b>	Knowledge of the 1Leisure Facilities			<b>A</b>
<b>E</b>	Knowledge of Health & Safety legislation			<b>A</b>
<b>E</b>	Knowledge of Child Protection Policy and Safeguarding policy			<b>A</b>
<b>E</b>	Knowledge of Swim England Scheme and National Curriculum			<b>A</b>
	<b>3. SKILLS &amp; ABILITIES, Essential/Capable of doing, Desirable/Able to train.</b>		<b>W =5</b>	
<b>E</b>	Excellent communication skills and a diplomatic manner			<b>I</b>
<b>D</b>	Maintain paper work and have good organisational skills			<b>A/I</b>
<b>D</b>	Knowledge of basic IT and use of tablets / smart phones			<b>A</b>
	<b>4. QUALIFICATIONS, TRAINING &amp; EDUCATION, also identify training to be given.</b>		<b>W =4</b>	
<b>E</b>	Swim England or STA level 2 Teacher's Certificate			<b>A</b>
<b>E</b>	Regular attendance at seminars and commitment to CPD			<b>A/I</b>
<b>D</b>	First Aid certificate			<b>A</b>
	<b>5. PERSONALITY, SOCIAL SKILLS, Relationships, thinking style, disposition.</b>		<b>W =5</b>	
<b>E</b>	A confident personality with a flexible approach to meeting the demands of the service and able to work well under pressure			<b>I</b>
<b>E</b>	Customer care focus			<b>A</b>
<b>E</b>	Team worker and ability to work as an individual			<b>A/I</b>
	<b>6. OTHER FACTORS, Physical, Mobility, Availability, Conditions, etc.</b>		<b>W =4</b>	
<b>E</b>	Flexible around working hours			<b>A/I</b>
<b>D</b>	Current driving license			<b>A</b>
<b>E</b>	The post holder will need to be moderately fit in order to undertake some of the duties			<b>I</b>