

Job Description for Swimming Teacher

Overall Aim

To become an integral part of our small team delivering swimming lessons to an exceptionally high standard. To plan lessons thoughtfully, taking into consideration the progress of each swimmer, and ensuring that each swimmer gets the most from their lessons. All aspects of work should be undertaken in a safe, sensitive and professional manner.

Swimming Teacher

- Delivering swimming lessons in a safe, sensitive and fun manner
- Following ASA Duckling awards, ASA NPTS and Birthlight schemes
- Teaching a variety of ages, abilities and disabilities, such babies, toddlers, children and adults, beginners to advanced.
- Ensuring swimmers behave in a safe way always whilst on the poolside and in the pool hall.
- Ensuring that spectators behave appropriately always on the poolside.
- Being responsible for the safety of swimmers and performing lifeguard duties. Always risk assessing.
- Starting and finishing lessons punctually.
- Planning lessons after reviewing current records.
- Recording lessons after teaching each session and maintaining files, keeping them up to date.
- Preparing written progress reports
- Issuing certificates once swimmers have completed and fully demonstrated the required skills for each criteria.
- Reviewing the makeup of the swimmers in each class and progressing swimmers into higher level classes as and when appropriate.
- Checking teaching equipment is in good working order and tidying away efficiently at the end of each teaching shift. If equipment is damaged, report to appropriate person and take out of use immediately.
- Communicating in a welcoming, friendly and professional manner to all customers, swimmers, parents and staff.
- Promote the business fully, to ensure the new enquiries are constantly being generated and new swimmers enrolled.

General

- Attending all staff meetings and training sessions.
- Continuing to update skills, attending further technical training courses, CPD's and workshops.
- Working as part of a team, ensuring good communication both within Chessgrove Swim team and with staff at the other businesses at Chessgrove Park.
- Presenting Chessgrove Swim in a positive manner always.
- Contributing ideas for improvement.
- Behaving in a welcoming, friendly and approachable manner and providing excellent customer service in all aspects of the swim school.
- Be fully knowledgeable of our timetable and what we offer as a Swim School, such as lessons and prices.
- Achievably taking part in other reasonable tasks/roles asked with business.

Chessgrove Swim mission statement:

“To provide an enjoyable and relaxing environment for all ages and abilities”

Staff Name:

Staff Signature:

Date:

Manager Name:

Manager Signature:

Date: