Post Title: Casual School Swimming Teacher/Lifeguard

Grade: D

# Job Purpose

To promote the Council’s vision, values, aims, objectives, and priorities actively and effectively, putting our citizens first through the delivery of best value services.

Delivering School Swimming Lessons for the National Curriculum Outcomes in relation to Swimming in PE and be responsible for the safety of participants.

#  Individual Leadership Expectations

As an employee of the Council, you will be expected to demonstrate our core behaviours,

linked to the following four themes:

* **Individual Leadership**: by putting our citizens and customers first, delivering against your objectives, helping to set direction, and putting forward ideas for improvements.
* **Equality Diversity & Inclusion**: by ensuring we consider the needs of all NCC citizens in our work, show respect for others, upholding and adhering to the Council’s Code of Conduct.
* **Change & Innovation**: by being creative, delivering change when needed, sharing problems, and helping to bring forward suggestions for improvements.
* **Collaboration**: by working well with others, identifying the needs of colleagues and others to deliver great services and by being a good communicator who works well with a range of audiences.

# Specific Duties

1. Actively promote and embed Equality, Diversity, and Inclusion through all actions and in accordance with the organisation’s EDI strategy and objectives.
2. Contribute to our corporate responsibility in relation to climate change by taking action and limiting the carbon impact of activities within your role and championing this work.
3. To produce a scheme of work and lesson plans appropriate to the length of the booking, which are progressive, motivating, inclusive and appropriate to the ability of the pupils.
4. To ensure all weekly assessments are performed and recorded.
5. To deliver high quality sessions including adequate levels of supervision in relation to the school swimming guidance document and risk assessments.
6. Provide cover for School Swimming lessons as required to maintain the service.
7. To be a positive role model, creating a positive and fun environment in which to motivate and encourage young people to participate.
8. To meet targets/goals set by the schemes of work and National Curriculum aims and objectives.
9. Actively promote session pathways and sustainable opportunities for participants to engage in when appropriate.
10. To be committed to your own continuous professional development (CPD) relevant to the post and attend meetings and training as directed by line manager.
11. To be responsible for safety of all users and be the nominated Lifeguard/Rescuer for the sessions, ensuring training is up to date.
12. To adhere to the Required Safety in Swimming School Swimming Operating document and be familiar with the site specific pool safety operating procedures for each site of work and ensure that safe methods of working are adhered to at all times with HASWA regulations, risk assessments and the councils accident/incident reporting procedure.
13. Participate in staff appraisal scheme.
14. Create and maintain a harmonious ‘team’ working environment by adhering to the Employee Code of Conduct and Behaviour at Work policy, presenting the right image by being smartly dressed, and being polite and courteous to customers and colleagues.

**Numbers and grades of any staff supervised by the post holder: None**

All staff are expected to abide by the obligations set out in the Information Security Policy, IT Acceptable Use Policy and Code of Conduct in order to uphold Nottingham City Council standards in relation to the creation, management, storage and transmission of information. Information must be treated in confidence and only be used for the purposes for which it has been gathered and should not be shared except where authorised to do so. It must not be used for personal gain or benefit, nor should it be passed on to third parties who might use it in such a way All staff are expected to uphold the City Council obligations in relation to current legislation including the Data Protection Act and Freedom of Information Act.

**This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.**

**Produced by Sport and Outdoor Services Manager**

**Date August 2024**

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| **Job title: Casual School Swimming Teacher/Lifeguard**  |

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| AREA OF RESPONSIBILITY | **REQUIREMENT** | MEASUREMENT |
| A | **AC** | D |
| **Individual Leadership**  | Takes personal accountability for own development. |  | **🗸** |  |
| Drive and motivation, ability to deliver against challenging objectives. | 🗸 | **🗸** |  |
| **Change and Innovation**  | Confidence and ability to put forward ideas for change. |  | **🗸** |  |
| Ability to be creative, to be able to identify problems and work to create solutions. | 🗸 | **🗸** |  |
| **Collaboration**  | Evidence of working successfully in partnership across different sectors, building and maintaining good working relationships. |  | **🗸** |  |
| Evidence of actively working with others to improve collaboration internally and externally. | 🗸 | **🗸** |  |
| **Equality, Diversity, and Inclusion**  | An understanding of why it’s important to consider equality, diversity, and inclusion in all that we do. | 🗸 | **🗸** |  |
| Demonstrating personal commitment to the equality, diversity and inclusion challenges faced by our workforce and Nottingham’s people. |  | 🗸 |  |
| **Technical Skills and Knowledge**  | Experience of planning a scheme of workKnowledge of the National Curriculum guidelines and targets. | 🗸 | **🗸** |  |
| Knowledge and understanding of safeguarding procedures and reporting. | 🗸 | **🗸** |  |
| Experience of working with children with special educational needs | 🗸 | **🗸** |  |
| Knowledge of good practises recommended by the governing bodies regarding tuition. | 🗸 | **🗸** |  |
| Experience of teaching swimming to a range of abilities and ages and group sizes | 🗸 | **🗸** |  |
| Understanding of individual needs of childrenKnowledge of sports development programmes and long-term athlete development and school club links | 🗸 | **🗸** |  |
| Effective communication skills both oral and written. | 🗸 | **🗸** |  |
| Effective communication skills both oral and written. | 🗸 | 🗸 |  |
| Demonstrate efficient planning and organisational skills. | 🗸 | **🗸** |  |
| Ability to write lesson plans and evaluate progress. | 🗸 | **🗸** |  |
| Ability to motivate and lead school staff to deliver high quality activities. | 🗸 | **🗸** |  |
| Ability to manage a group of children or young people effectively | 🗸 | **🗸** |  |
| Ability to work under pressure, be able to be a good timekeeper and work to deadlines. | 🗸 | **🗸** |  |
| Have problem solving skills | 🗸 |  |  |
| **Qualification requirement** | Level 2 in teaching SwimmingNational Pool Lifeguard Certificate or National Rescue award for Teachers and Coaches (NPLQ or NRASTAC) | 🗸 | **🗸** | 🗸 |
| **Personal Qualities and Attributes** | Be enthusiasticHave compassionA committed approachBe sensitive to individual needsBe able to motivate othersWork constructively, creatively and innovativelyAbility to motivate othersConscientious, honest and reliableFriendly and outgoing personality | 🗸 | 🗸 |  |
| **Working Arrangements** | Confirmation of Appointment in subject to satisfactory Disclosure Barring Service – (DBS) checks. | 🗸 | 🗸 | 🗸 |
| Have the ability to travel between leisure centres and sites as appropriate. | 🗸 | 🗸 |  |
| **Work to promote mutual respect and good relations** | Committed to the equality and diversity and willingness to promote access and inclusion. | 🗸 | 🗸 |  |
| **A - Application** | **AC – Assessment Centre** | **D – Documentary** |

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