

South Downs Leisure

IDENTIFICATION OF JOB

JOB TITLE PRE-SCHOOL SWIMMING INSTRUCTOR

JOB NUMBER

TEAM Swimming

WORKING BASE Splashpoint Leisure Centre

RESPONSIBLE TO Swimming Programme Manager

OVERALL PURPOSE OF JOB

- To teach swimming in accordance with the Aquaschool Lessons Programme
- To continually assess your students
- To communicate with the Aquaschool admin team

MAIN RESPONSIBILITIES

- To teach students enrolled in Pre-school, Aquaschool and school pupils to swim

Job Specific duties

- Teach Pre-school Students to swim following schedules provided by Aquaschool Admin Team
- Reception and supervision of students marking their attendance on the iPod
- Continuously assess students, recording their progress on an iPod
- Award badges as prompted on schedule
- Mark any students ready to move on iPod
- Liaise with Aquaschool admin team regarding any problems
- Administration of simple first aid/rescues if necessary
- Set up before lessons, checking equipment to ensure safe to use. Inform duty officer of any defective equipment
- Ensure poolside is left clean and tidy at the end of lessons
- General supervision of students, ensuring individual needs are met

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Customer Service

- Refer customer enquiries to the Aquaschool admin team.
- Ensure that a high level of customer service is maintained by being helpful, courteous and knowledgeable about products available across South Downs Leisure sites
- Provide a welcoming and efficient customer service
- Seek to build customer loyalty with regular visitors

General

- Provide a high quality service throughout all areas of work (including seeking areas of continuous improvement and development)
- To undertake other duties appropriate to the post that may be requested from time to time by the Line Management and in line with the trust policies.
- Adhere to and keep up to date with all job-related Health & Safety legislation and requirements.
- To report any concerns regarding safeguarding whilst on shift to a Duty Manager
- To adhere to all aspects of confidentiality and data protection

Training

- SDL will provide training on Course Pro
- Attend the swimming teacher meetings

Other

- Work will be on agreed fixed hours mainly during school term time plus help to cover extra shifts as required during periods of leave and sickness.