



SOUTH LANARKSHIRE
Leisure & Culture

Behaviour based Job Profile Lead Swim Teacher

Service: Sport & Physical Activity	Grade: Grade 2 Level 2
Reports To: Swim Officer/Facility Management	Location: Various
Vision and Values	
Our Vision	
Our vision is healthier, happier, more connected lives.	
Our Values	
Our values are, Do the right thing Even when no one's looking • Be a great team Work together. Share ideas. Share mistakes. Share successes • Own it Be accountable for outcomes good and bad. Don't pass the buck • Be positive Be hospitable. Make people feel good.	
Overall Purpose of the Job:	
Lead Swim Teachers will plan and deliver a series of progressive, sessions at the appropriate level for the participants, to achieve pre-set goals. They will liaise with colleagues and assist management regarding swim teacher development and programme delivery. All activities to be conducted in line with the appropriate Health and Safety Guidelines and Regulations.	
Main Accountabilities of the job:	
Set up / take down equipment where required.	
Ensure regular, relevant communication and feedback with customers/participants and colleagues in relation to all aspects of the programme. Provide management with relevant performance management information.	
Plan session or block to be coached ensuring it is of the correct level and standard for the group it is to be delivered to and in line with activity goals.	
Prepare for and deliver sessions in accordance with Health and Safety guidelines, Normal and Emergency Operating Procedures including Risk Assessments.	
Deliver a fun, structured and progressive coaching session at the correct level and standard for the group, in-line with the appropriate National Governing Body guidelines.	
Assist the Swim Development management with staff development and the delivery and development of the programme.	
Own It – what can you do	
<ul style="list-style-type: none"> • Are motivated to deliver the best possible services possible. • Aim to get things right first time and commit to continuous improvement. • Fairness, inclusivity, valuing diversity and equality • Ensure compliance with external/internal regulations and that you and others are responsible and accountable. • Take ownership of decisions and consider the wider implications for you, the team, and the organisation. • See a job through to completion and don't pass the buck. • Be accountable for outcomes good or bad. 	

Be a great team- what can you do
<ul style="list-style-type: none"> • Work together with colleagues and customers and take time to build effective working relationships. • Celebrate team success and create a positive team spirit. • Share skills and knowledge, encourage and support other in applying their ideas to working practices-helping others to help themselves. • Encourage working together for the benefit of customers. • Works alongside internal and external colleagues to meet common objectives. • Actively respectfully listens to people in order to understand them and their views. • Contributes appropriately to team and other meetings and discussions. • Respects diversity and promotes equality of opportunity when working with colleagues and members of the public.
Do the right thing – what can you do
<ul style="list-style-type: none"> • Display a positive attitude. • Be enthusiastic in your approach to tasks. • Lead by example through sharing your knowledge and skills with others. • Provide support to your colleagues and team. • Be aware of and adhere to professional codes of practice and the code of conduct and understand how these impact on employment.
Be positive - what you can do
<ul style="list-style-type: none"> • Are punctual and friendly and demonstrate a positive professional attitude. • Take pride in your own work and that of your team members. • Understand who your customers are and why they matter. • Are willing to go the extra mile for our customer and act upon their feedback. • Are hospitable and make customers feel good. • Are willing to go the extra mile for our customer. • Put the customer first in all that you do.
Position Requirements
<ul style="list-style-type: none"> • Qualifications: You must hold a current Scottish Swim Teacher Qualification (SSTQ) or (SQA) Level 7 qualification. • Recruitment Checks: As part of our approach to good practice and safer recruitment we carry out a number of pre-employment checks for example, Identity, Asylum and Immigration and employment history etc. • Disclosure Scotland: This post is excepted in terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 2003. • The successful candidate will be subject to a criminal records check provided by Disclosure Scotland. • This post is considered Regulated Work with Children, under the Protection of Vulnerable Groups (Scotland) Act, 2007. Therefore, it is an offence to apply if you are barred from working with children. • Preferred candidates will be required to join the PVG Scheme, or undergo a PVG Scheme Update check, prior to a formal offer of employment being made by South Lanarkshire Leisure and Culture. • Please refer to http://www.disclosurescotland.co.uk/publications/ and click on Code of Practice for further information about the disclosure process and best practice.