



SOUTH LANARKSHIRE  
Leisure & Culture

## Lead Swim Teacher Job Profile

<b>Service:</b> Sport and Physical Activity	<b>Grade Scale:</b> Grade 2 Level 2
<b>Reports to:</b> Swim Officer/Facility Management	

### Purpose of 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.

### Key tasks and responsibilities

- 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.

### Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
<b>Education, Qualification and Training</b>	<ul style="list-style-type: none"><li>• SQA Level 7 or SSTQ Lead Swim Teacher Qualification</li></ul>	
<b>Skills, knowledge, experience</b>	<ul style="list-style-type: none"><li>• Demonstrate good knowledge and experience in lesson planning.</li><li>• Organisational skills</li></ul>	

<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Excellent communicator.</li> <li>• Patient</li> <li>• Supportive team player</li> <li>• To work in a flexible and adaptable manner</li> </ul>	
<b>Other</b>		

### **Safer Recruitment Checks**

As part of our approach to good practice and safer recruitment we carry out a number of pre-employment checks.

- Asylum and Immigration right to work in the UK
- Reference check: external candidates require 2 references, one of which must be your from present or most recent employer: Internal candidates require 1 reference from current line manager.
- Candidate Disclosure Check, where applicable

### **Behaviour Framework**

The Behaviour Framework is a set of core behaviours that defines how employees approach work to enable the delivery of key tasks for the role. The expected behaviours for this role are:

#### **Own It – what can you do**

- Are motivated to deliver the best possible services.
- Aim to get things right first time and commit to continuous improvement.
- Demonstrate 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.
- Be accountable for outcomes good or bad.

#### **Be a great team - what can you do**

- 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 and 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**

- Display a positive attitude.
- Are enthusiastic in your approach to tasks.
- Lead by example through sharing your knowledge and skills with others.
- Provide support to your colleagues and team.
- Is aware of and adheres to professional codes of practice and the code of conduct and understand how these impact on employment.

#### **Be Positive - what you can do**

- 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.