

Level Two Swim Teacher Job Description - University of Birmingham Sport

Main Duties

Teaching

- To work in collaboration with the Participation Development Officer for Swimming (i.e. Swimming Coordinator), Participation Development Manager, lead swim teachers and Head Swim Coach to deliver high quality lessons.
- To keep all participant swimming records for allocated classes up to date, via school records and registers, the Leisure Management System (Gladstone and Learn2) and IPods.
- To plan lesson structure for all designated lessons within established procedures.
- To plan, deliver, assess and review schemes of work prioritising the skills to be developed to best progress participants, according to the group and individual needs.
- Promote an enjoyable and inclusive atmosphere throughout all swimming lessons, and provide motivation and encouragement to all customers.
- To act professionally, displaying excellent swim teacher conduct at all times and adhere to UoB and UBSport policy and procedures.
- To encourage a continued pathway of physical activity, either by promoting further opportunities within the swimming pathways or the wider UBSport Participation services.
- Use excellent customer service and good judgement to solve all enquiries, referring when necessary.
- Undertake any other duties that may reasonably be required within the postholder's grading.

Teamwork - Participation Department and UBSport

- To attend all Swimming training sessions and staff meetings to keep up to date with swimming procedures, services, and wider departmental (Participation) and UBSport issues.
- Actively participate in regular 1:1s and PDRs, agreeing objectives and working to achieve these within agreed timescales.
- Communicate regularly and effectively with the Swimming Coordinator regarding any changes on poolside, including teachers, lessons and schools.
- To work with the Swimming Coordinator to mentor and support less experienced members of the team, and improve the overall quality of teaching.
- To attend mandatory training sessions, complete online training modules. Undertake CPD sessions as agreed by the Swimming Coordinator, Participation Development Manager and Head Swimming Coach.
- Assist the UBSport/ Participation team in hosting events such as Open Days and Alumni Sports Days where required, with the flexibility to work outside of regular shifts when urgently needed.
- Act as a positive role model for UBSport, the wider Participation team and the Swimming pathway, creating an inclusive and professional culture.

Health and Safety

- To be responsible for the safety of the teaching environment and its users throughout all designated lessons. Complete all necessary tasks laid out in the 'Normal Operating Procedures' manual.
- Dealing with incidents, injuries and emergencies, completing all relevant documentation supported by Operations staff and processing it in accordance with the NOP.
- Report concerns regarding safeguarding of children and vulnerable adults following UBSport's Safeguarding procedures.
- Ensuring the teaching area and equipment is safe before the class starts, is stored correctly and is fit to use for future classes. Ensure participants use equipment safely, firmly dealing with any misuse.
- Ensure all participants follow UBSport Terms and Conditions/ Code of Conduct, to protect the safety and enjoyment of all.
- Report faults or facility issues to the Operations Team. Identify and suggest solutions for ongoing operational problems to the Swimming Coordinator.

Person Specification

Qualifications

Essential

- Swim England, STA or UKCC Level 2 Teaching award or equivalent

Desirable

- NRASTC/ NRASTC Light /NPLQ
- GCSE Maths and English or equivalent, Grade C or above

Experience

Desirable

- Significant experience working within a learn to swim program or swimming club
- Proven track record in teaching / coaching aquatic sports
- Ability to work effectively as part of a busy team in a high pressure environment
- Effective team work with level one teacher within the lessons delivered

Knowledge

Desirable

- Knowledge of health and safety in a Swimming environment
- An awareness of the needs of a wide spectrum of customers
- An in-depth understanding of teaching styles and practical delivery
- Knowledge of long term athlete development at fundamentals and swim skills stages
- Knowledge/understanding of equality and diversity related to sporting provision
- Knowledge of Swimming at national & regional levels in the UK, and/or links with local schools/ swimming clubs

Skills

Essential

- Empathy in working with participants of all abilities
- Ability to adapt communication styles to suit different types of learners
- Motivational and mentoring skills, identifying areas of improvement and applying teaching practices appropriate to ability
- Effective problem solving and decision-making skills
- Ability to be assertive and use initiative where appropriate
- Positive attitude towards CPD, mentoring and implementing feedback
- Energy, commitment and enthusiasm with excellent customer service

Desirable

- Competent use of Microsoft office programmes (particularly Word, Excel and Outlook)

Communication

Essential

Swimming Teacher Team

- General day-to-day verbal, phone and email communication to ensure effective teaching and organisation of all allocated lessons taking place during the day, week and beyond. Fast and efficient contact using dedicated WhatsApp groups where urgent cover is needed.

Swimming Coordinator (Line Manager)

- To communicate any changes or poolside issues with schools, swimmers or parents as soon as possible, but not at the detriment to the successful running of the swimming lesson taking place
- Regular contact with the Coordinator to keep them sufficiently informed of key developments and achievements of participants, generally face to face as part of scheduled 1-1 meetings, but phone, email or WhatsApp for urgent issues

Participants

- A high level of professionalism must be maintained in all communication, predominantly face to face with customers. Clear, accurate and timely written communication sometimes required.
- Ability to building relationships and show understanding, essential for delivering feedback encouraging development
- Able to identify the different abilities and deliver the right level of information, manage conflict and resolve issues

Decision making and problem solving

Essential

Without reference to others:

- Day to day teaching of the Learn to Swim programme using the NOP
- Day to day customer service and communication on poolside and via email/ phone where necessary
- Implementation of Swimming, Participation and UBS policies and procedures

After consulting Swimming Coordinator:

- Development and introduction of changes to enhance the delivery of lessons
- Day to day operation in relation to correspondence and systems administration
- Any serious / major health & safety incidents or concerns that need further investigation
- Any financial commitment/purchase

Referred to Swimming Coordinator/ Participation Manager:

- Strategic/policy changes to any Participation programme.
- More serious complaints/incidents/ disciplinary/ grievance issues
- Decisions having wider implications for UBSpport or the University

Please send a copy of your cv to e.bickerton@bham.ac.uk