

Job Description

BSM Learn to Swim Instructor

Effective Date:	2024-25 (Revised Annually)
Responsibility for:	N/A
Reports to:	Head of Swimming
Hours:	35 hours per week (anticipated working hours are to be confirmed however they are likely to be between 12pm - 7pm weekdays, plus 3 hours on a weekend).
Annual Leave:	8 weeks in total to be taken as follows; 4 weeks during Summer Break, 1 week during Winter Break and 1 week during Spring Break. 2 weeks holiday are flexible, however should be taken within the school holidays with a max of 5 weeks in the summer to be agreed by the line manager.

Main purpose of the job

To assist and develop the BSM community swimming programmes with the aim to provide: world class enrichment activity, create and provide a sustainable long term athlete development (LTAD) pathway, increase participation at all levels within the programmes and raise standards of swimming at BSM and within the community.

Key elements of position

- **Delivery of a balanced and enjoyable programme** – All students should be encouraged to reach their full potential through an appropriate, varied, balanced and enjoyable programme taking into account academic and other sport goals.
- **Competitive development of the swimmers** – fosters and recognises personal development as well as team and individual excellence.
- **Administration of the BSM Learn to Swim programme** – Lead the administration of the swimming lessons under the direction of Head of Swimming to ensure effective, efficient club operation within a set budget and planning for programme sustainability, ensuring that administrative functions are carried out completely and professionally.
- **Promotion of the swimming programmes (BSM Learn to Swim Programme)** – Assist with organising and promoting activities that enhance the image of the programmes and the opportunities for all the swimmers from entry level to elite.

Duties and Responsibilities

- Develop and manage the implementation and administration for the BSM Learn to Swim programme.
- Delivery of the BSM Learn to Swim programme sessions, with a minimum of 26 teaching hours per week.
- Prepare lesson plans and a scheme of work that meets the requirements of the BSM Swim programme.
- Introduce innovative ideas and initiate actions to further develop the programme
- Maintain mandatory qualifications, licencing and CPD/ training requirements.

- To undertake all administrative duties specifically related to the BSM Swim programme.
To keep updated centralised database of swimmer detailed records and information including; attendance, training sets, individual personal contact details and swimming related reports;
- To keep the Head of Swimming informed on all matters related to the BSM Swim programme that may be of relevance i.e. dates etc.
- To respond to needs expressed by students, parents and staff;
- To communicate with parents and students to ensure communications have been received and understood;
- To deal with queries and complaints with regards to the BSM Swim programme
- Any other duties as directed by the Head of Swimming

Behaviour, Health and Safety

- Adhere and implement BSM Pool Safety Operating Procedures (PSOP's) during training sessions;
- To report verbally and in writing any accidents or injuries which occur in the pool area during programme activities and ensure that any causes/risk related to the accident are highlighted to the Head of Swimming and relevant parties, in accordance with the BSM Health and Safety policy;
- To immediately report urgent Health and Safety concerns to the Head of Swimming and ensure that students are kept safe until Health and Safety concerns have been addressed
- To call upon the pool maintenance technician should the pool require cleaning in accordance with best practice of pool maintenance.
- Establish a safe, purposeful and stimulating environment for students, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
- Manage classes effectively, using approaches which are appropriate to students' needs in order to inspire, motivate and challenge students.
- Build positive relationships with students, responding sensitively when dealing with children, ensuring any concerns are dealt with according to school policy.
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviours, which are expected of students.
- Have high expectations of behaviour, promoting self-control and independence of all learners.
- Carry out supervision duties as directed by the line manager.
- Be responsible for safeguarding the welfare of students, raising any concerns following school policy.

Person Specification

The appointed person will be able to demonstrate most or all of the following skills and qualities:

	Essential Criteria
Educational and Professional Qualifications	<ul style="list-style-type: none"> • Educated to A level/diploma/degree level • ASA/UKCC Certificate(s) for Swimming Teaching or equivalent – Level 2 or above (essential) • NPLQ lifesaving or equivalent • ASA/UKCC Certificate(s) for Swimming Coaching or equivalent – Level 1 or above (desirable) • Member of a Swimming Association for example Swim England (desirable)
Competencies	<ul style="list-style-type: none"> • Excellent skills and competencies in delivering a diverse swimming programme for all ages • Ability to motivate and develop the maximum potential in all swimmers • Excellent communication and interpersonal skills Good organisational and administrative skills • Good IT skills • Analysis, decision making and problem solving • Innovative, flexible and creative thinking • Team working
Experience	<ul style="list-style-type: none"> • Experience of teaching/coaching children and adults from beginners to competitive club swimming level.

Note

This job description reflects the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

BSM is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Appointments are subject to satisfactory references and DBS/Police Safeguarding clearance

Signature of Post Holder: _____ Date: _____