

## North Northamptonshire Council – Job Description

### Aquatic Instructor

<b>Service Area:</b>	<b>Leisure</b>
<b>Reports To:</b>	<b>Aquatic Development Officer</b>
<b>Responsible For:</b>	<b>N/A</b>
<b>Scale:</b>	<b>1 plus relevant teaching supplement</b>

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#### Overall Job Purpose:

To undertake aquatic instruction and aquatic exercise classes within Corby East Midlands International Pool

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#### Main Duties and Responsibilities:

(This list contains the main duties and responsibilities of the post holder but it is not an exhaustive list)

#### Aquatic Instructor - General:

1. Undertake aquatic instruction duties as specified, within the Swim England National Plan for Teaching Swimming/Diving Award Scheme/Aquatic Exercise Classes, following the Normal Operating Procedures and Emergency Action Plans.
2. Ensure an excellent standard of customer care is implemented and maintained in line with the Customer Care Policy and Customer Charter
3. Assist with maintaining standards in relation to appropriate Quality Awards
4. Ensure that the Health and Safety of themselves and all others affected by their work is a priority and H&S procedures and policies are strictly followed and adhered to.
5. Positively promote the facility through general daily duties
6. Undertake aquatic instruction duties and teach exercise classes within the required timescales and relating specifically to:
  - Attendance Registers
  - Keeping accurate records for the assessment of pupils
  - Issuing certificates
  - Preparing lesson/session plans
  - Liaising with the ADO and parents as required

- Ensuring aquatic equipment and aids are clean and ready before lessons commence and put away after use
  - Deliver a high standard of lesson within the designated and allocated timeframe.
7. Ensure the general safety and behaviour of the public/class to prevent injury, misuse and damage to themselves, others or to the equipment
  8. Undertake other duties related to the functioning of the facility as directed by the Aquatic Development Officer, Duty Manager or Facility Manager

**Level 1 Aquatic Instructor:** All of the above but also:

1. To assist with aquatic instruction to all levels from beginners to club standard
2. To ensure that accurate records are maintained, and the appropriate paper work is completed e.g. registers etc.

**Level 2/3 Aquatic Instructor:** All of the above but also:

1. To undertake Aquatic instruction to all levels from beginner to club standard
2. To undertake the necessary planning for each lesson to ensure that the course demonstrates progression throughout.
3. To undertake monitoring and evaluation of lessons as required
4. To mentor/tutor other Aquatic instructors and volunteers
5. Complete progress reports for each individual within the designated and agreed timeframe.

## NOTES

- The post holder must attend all relevant training/meetings related to facility operation and aquatic instruction
- Teaching supplement is payable for Instruction and associated holidays only.
- Teaching supplements are considered 'at risk' pay and are subject to change to meet with the needs of the Authority, or to remain externally competitive in relation to pay when operating within tight labour markets
- Human Resources and payroll will review all supplements across the Authority on an annual basis. This will be done on an annual basis on the anniversary of when the supplement was applied. North Northants council considers supplements to be 'at risk' pay and reserves the right to terminate a supplement, subject to consultation.

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**Additional Information / Local Agreements attached to this post**

*The post holder must be willing to attend continual professional development training and update/renew certificates as required  
Post is subject to DBS clearance*

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I have read and understood the job description and sign to accept the above terms and conditions of employment.

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_

Authorisation Signature \_\_\_\_\_ Date: \_\_\_\_\_

## North Northamptonshire Council – Person Specification

The ideal candidate will be able to demonstrate the following skills, knowledge and experience

Criteria	Skills, Knowledge, Experience etc	Essential / Desirable	Method of Assessment
Education / Qualifications	RLSS National Pool Lifeguard Qualification or National Rescue Award for Swimming Teachers & Coaches or be willing to obtain prior to appointment	E	Application / Interview
	ASA Assistant Teachers Qualification /Level 1 OR ASA Assist Diving coach Qualification/Level 1	E	Application
	ASA Teachers Qualification /Level 2 OR ASA Diving Coach Qualification/Level 2 OR Aquatic Exercise qualifications	E	Application
Skills / Experience	The post holder must possess excellent customer care skills, be courteous at all times as well as being flexible and enthusiastic in their approach to aquatic instruction	E	Interview
	Ability to verbally communicate at all levels, using report writing skills where applicable	E	Interview
	Good interpersonal skills	E	Interview
	Experience of dealing with the public	D	Interview
Miscellaneous	A uniform is provided and must be worn	E	Interview