

Appendix 3 (o)



Affiliated Club

JOB DESCRIPTION: SWIMMING TEACHER

- JOB TITLE:** Teacher
- PURPOSE:** Responsible for Junior swimming groups up to and including Level 6
- ACCOUNTABLE TO:** Management committee (Chairman, Secretary, Treasurer, Head Teacher).
- RESPONSIBLE FOR:** Teaching Groups

QUALIFICATIONS REQUIRE Level 2 Teaching Award

SKILLS REQUIRED:

- Sound organisational skills.
- Ability to motivate swimmers.
- Patience.
- Ability to communicate with effectiveness.
- Tact and Diplomacy when dealing with confidential issues.

MAIN DUTIES:

- 1) To work with a group of swimmers to help them achieve the aims required, to the clubs agreed lesson plans e.g., Swim England National Plan for Teaching Swimming.
- 2) Keep an up-to-date register of all swimmers attending each session.
- 3) Make a note of details of any particular need of an individual swimmer.
- 4) Ensure that you can access emergency contact details for all swimmers in your group.
- 5) Abide by all policies and codes as required by the Club.
- 6) Ensure that you have copies of injury report forms available at all times.
- 7) Ensure that all qualifications are renewed and updated as and when required.
- 8) Be aware and understand the facility Emergency Action Plan and Normal Operating Procedures (EAP & NOP)
- 9) To follow and promote the club/Swim England Safeguarding policy.

Name of Officer: _____

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____