

JOB INFORMATION & JOB DESCRIPTION

JOB TITLE: Level 2 Aquatic Swimming Teachers

Date: April 2024

PURPOSE OF JOB

To effectively plan, prepare, deliver, monitor and evaluate theory and practical aquatic sessions within Magna Vitae sites.

Be part of the primary school swimming programme & the Waterwise Learn To Swim Scheme.

To deliver sessions as part of any outreach scheme that the centre becomes involved with.

To identify talented swimmers & ensure that they are aware of the relevant opportunities to further their talent.

Hours of Work:

Working hours will be casual basis per week. Week by week working arrangements will be in accordance with business requirements and by agreement with your line manager, subject to your right not to work more than 48 hours per week unless by agreement

Responsible to:

Responsible to the Operations Manager

Team Relationships:

Working with other aquatic professionals in a team environment within the organisation. Close working with other roles within the centre to ensure all aspects of the service work in cohesion.

Main terms & conditions of employment:

Level 2 Swim Teacher £15.05 per hour.

Rolled-up Holiday Payment (12.07%).

You will also benefit from some of the best terms and conditions in the leisure field including a voluntary membership of a defined benefits career average pension scheme plus free use of Magna Vitae's fitness suites and swimming pools.

Special Requirements:

EQUALITY & DIVERSITY:

The post holder is required to carry out their duties in a way that supports Magna Vitae's Equality & Diversity Strategy.

HEALTH & SAFETY:

The post holder will take all reasonable care of themselves and of others who may be affected by their acts or omissions. All actions must be conducted in accordance with Magna Vitae's Health and Safety Policy & Commitment Statement.

SAFEGUARDING CHILDREN & ADULTS:

Magna Vitae has a duty to promote the welfare of, and safeguard of children and adults at risk. The post holder is required to comply with the company Safeguarding Policy.

This post requires an enhanced check from the Disclosure and Barring Service.

Work Location:

Skegness Swimming Pool, plus opportunity to potentially work at other Magna Vitae leisure venues depending upon business demand

Type of Contract:

Casual

The activities described below may be varied from time to time to meet the needs of the company. The following duties are not exhaustive but merely indicate the work range and core content of the post. The post holder may be required to undertake further relevant duties. The duties are not arranged in priority order.

KEY DELIVERABLES

- Prepare, deliver, monitor and evaluate theory and within Magna Vitae sites.
- To effectively plan and deliver practical aquatic sessions on the poolside environment.
- Work within Magna Vitae and Governing Body policies and procedures to achieve company aims.
- Aid in the growth and participation within aquatics in the local area in line with company objectives
- To ensure that lesson plans / sessions follow the latest ASA National guideline structure for the teaching of swimming.
- To ensure that any pre-activity paperwork regarding registration, parental consent, medical information and emergency contact details is completed.
- To ensure that the facility area is safe for use & that any equipment is safe for use prior to the session starting.
- To ensure that any progression / achievement badges and certificates are available as appropriate.
- To ensure that all sessions are run within Child Protection guidelines.
- To ensure that any instances of inappropriate behaviour by participants are dealt with in an equitable manner & ensuring that parents of victims & culprits are informed of such incidents.
- To ensure that sessions are accessible by all as far as reasonably practicable.
- To report any defective equipment to the Duty Manger and ensure that the equipment is taken out of action until it is repaired by a competent person.
- Completing of incident and accident reports as required

Magna Vitae

PERSON SPECIFICATION

Candidates are required to explain how they meet each of the following criteria. This should be done using the blank section of the application form.

As well as using relevant experience gained from present or previous employment, you can also draw on any skills from community or voluntary work, leisure interests and the home.

For each requirement please also state how you have gained the skills and experience necessary to do the job.

Remember - Assumptions will not be made about the skills and experience you have. If you do not tell us, we do not know. The company may use appropriate testing as part of the selection process.

| JOB REQUIREMENTS & KEY CRITERIA | | Essential/ Desirable |
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| Experience/ Knowledge/ Skills | The post holder must have the ability to communicate to a high level verbally with people. They need to have the ability to deal with both difficult and sensitive situations from time to time due to the nature of working with the wide range of customers they will be required to instruct. | E |
| | Have a good knowledge and understanding of the community they are working with. | D |
| | The ability to work on their own initiative as well as being part of a team. | E |
| | Have a range of delivery skills to meet the variety of customers they will be delivering to. | E |
| Qualifications/ Training | Swim England Level 2 Teaching Aquatics or STA Level 2 Certificate | E |
| | NPLQ or NRASTC | D |
| Personal Qualities | <p>Mental Skills Requirement to concentrate for periods of time whilst instructing customers/pupils. The ability to react to a potentially hazardous action and prevent an accident or serious incident. The ability to prepare lesson plans for sessions to ensure the smooth flow of a session An understanding of the sport/activity they are delivering so that questions asked can be readily answered.</p> <p>Mental Demands Will be expected to participate in regular CPD where appropriate to the subject to maintain up to date delivery skills. May be expected to administer first aid to injured parties. May be required to drive to other facilities as part of outreach work.</p> <p>Interpersonal skills Regular contact and interaction with a wide range of customers will be a core part of the role. The post holder will be expected to supervise customers and deal with a variety of situations. Participation in team meetings will be required.</p> <p>Physical Skills Requirement to move and set up a variety of sports equipment whilst following manual handling guidelines.</p> <p>Physical Demands Moving and setting up of equipment before and during sessions will be a part of the role. Physical exertion will be a large part of the job particularly in sessions where participants need to follow the demonstration by the instructor. Lone working conditions may occur as part of the role.</p> | D |

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| | <p>Some exposure to inclement weather may be expected if activities are run outdoors</p> <p>Emotional Demands On occasion customers may become distressed or upset due to an inability to succeed with a task. Dealing directly with members of the public who have a grievance, cannot grasp a key point being delivered or who refuse to follow directions can be stressful and upsetting.</p> <p>Initiative and Independence The post holder will have their workload directed by the Operations Manager. The post holder must carry out their duties professionally in order to meet customer expectations. The post holder must attend one to ones with the Operations Manager and also team meetings as required.</p> <p>Responsibility for Supervision/Direction/Co-ordination of Employees The post holder may have assistants to help with session and will have to direct them in line with NGB guidelines.</p> <p>Responsibility for Financial Resources None</p> <p>Responsibility for Physical Resources Uniform Equipment required for activity</p> <p>Working conditions The post holder is expected to work in the leisure centre for the majority of their working hours but may be required to go outside to adjacent facilities as part of their role and will experience different weather conditions. They will be working closely with members of the public and may experience physical/verbal abuse and aggressive behaviour as well as distressing situations on occasion. They may also be exposed to bodily fluids caused by illness or injury.</p> <p>General Other duties – the duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties that may be required from time to time within the context of the grade for this post. Any such duties should not however substantially change the general character of the post and if it appears that they will then the post holder should refer the matter to their manager/personnel or union/staff representative. Equal opportunities – the post holder must carry out his/her duties with full regard to the Councils Equal Opportunities policy. Health and Safety – the post holder must carry out his/her duties with full regard to the Councils Health and Safety Procedures.</p> | |
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| FURTHER INFORMATION ABOUT MAGNA VITAE | |
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| Our Purpose | <p>As a Charitable Trust our mission is to provide an extraordinary range of cultural, leisure and health related facilities and services that allow local people to lead a great life.</p> <p>We will develop and sustain a thriving and successful culture and leisure business that encourages innovation and expansion to maximise the opportunities for the community we serve. We are regulated by both the Charities Commission and Companies House, with any profits we make being re-invested to continually develop and improve services for the people of East Lindsey.</p> |

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| | Magna Vitae is a Partner to East Lindsey District Council which provides significant financial support for the work we do. |
| Our Vision | We want to enable more people to be physically and culturally active, more often. |
| Our Values | <p>Leadership – we will aim to influence positively the community, our customers and our staff to provide and benefit from leisure, culture, arts, recreation and sport activities and facilities operated by Magna Vitae.</p> <p>Integrity – we will act consistently, honestly and transparently in our dealings with partners, customers, staff and all other stakeholders.</p> <p>Innovation – we will explore the introduction of new initiatives and seek out new opportunities for the benefit of the district, our customers and our business performance.</p> <p>Continuous improvement – we will strive to continuously improve in all that we do and deliver, using relevant benchmarks to measure our improvement.</p> <p>Accessibility – in designing and delivering our facilities and services we will take account of the needs of the whole community.</p> <p>Customer Focus – we will place the customer at the heart of the design and delivery of our services and facilities. We will respond to feedback and customer complaints in a positive and proactive manner.</p> <p>Teamwork – we will work with partners, stakeholders, customers and staff to achieve common goals in the best interest of all parties.</p> <p>Professionalism – we will base our business upon learning, adoption of best practice and reliably delivering to a high standard.</p> <p>Environmental Awareness – we will proactively seek to minimise the impact on the environment of the facilities we manage and the services we deliver.</p> |
| Benefits of working for Magna Vitae | <p>As a new company we are looking to recruit talented people to join our established teams. We will provide you with the opportunity to develop your skills to ensure that you have the best industry leading knowledge so that, as opportunities arise, you can further your career within Magna Vitae or the culture and leisure industry as a whole.</p> <p>You will also benefit from some of the best terms and conditions in the leisure field including a competitive salary and a defined benefits career average pension scheme. We look forward to receiving your application.</p> |