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| **JOB INFORMATION & JOB DESCRIPTION** | | | | | | |
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| **JOB TITLE:** | **SE Level 2 Swimming Teacher & Lifeguard** | | | **Date: Feb 2020** | | |
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| **PURPOSE OF JOB** | | | | | | |
| Swimming Teacher Role  To effectively plan, prepare, deliver, monitor and evaluate theory and practical aquatic sessions within Magna Vitae sites.  To deliver SE School Swimming Charter and the SE’s Learn to Swim pathway through Magna Vitae’s WaterWise programme.  To communicate with parents / guardians on the development and progression of individuals swimming journey.  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.  Lifeguard Role  Ensuring that every customer has an enjoyable experience through the safe and effective supervision of programmed and un-programmed sessions and the associated activities, exercising an appropriate level of control.  Delivery of high quality services in accordance with Magna Vitae’s mission, vision and core values as detailed in the company’s business plan. | | | | | | |
| **Hours of Work:** | | 40 hours per week. This position involves shift work which includes mornings, evenings, weekends & Bank Holidays. | | | | |
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| **Responsible to:** | | Responsible to the Operations Manager | | | | |
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| **Team Relationships:** | | Work base venue colleagues, customers, the wider company operations team and other aquatic professionals in a team environment within the organisation. | | | | |
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| **Main terms & conditions of employment:** | | £16,059 to £17,123  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. 20 days annual leave (increasing to 25 days after 3 years’ service)  Delivery of the Aquatic programme will see your hourly rate increase to £12.93 (Market Supplement) | | | | |
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| **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 have a duty to promote the welfare of and safeguard of children & 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. | | | | |
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| **Work Location:** | | Skegness Pool & Fitness Suite | | | | |
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| **Type of Contract:** | | Permanent |  | | |  |
| 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. | | | | | | |

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| **KEY DELIVERABLES** |
| * The post-holder must, at all times, carry out their duties to comply with the policies, standing orders, financial regulations, employee code of conduct and procedures of the company. * To maintain, at all times, high standards of customer service and customer care by communicating effectively with customers, visitors and colleagues at all times. * 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 the facility area is safe for use & that any equipment is safe for use prior to the session starting. * 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. * To work closely with the Swimming Development Manager and to be accommodating to programme growth. * To work as part of the venue team and to supervise the pools as part of the lifeguard rotation system. * To supervise both programmed and un-programmed activities of the venue, ensuring that the service provided to customers are of a high quality * To intervene to prevent behaviour which is unsafe and identify emergencies quickly, taking appropriate action and administering first aid where necessary. * To carry out cleaning duties as required in accordance with the cleaning schedule, ensuring that high standards of presentation are maintained at all times. * Ensure the facilities are clean, safe and fit for purpose at all times and immediately report any deficiencies to management. * To set up and take down equipment for sporting and non-sporting activities in a safe manner ensuring equipment is safe for customer use. * Observe and report any instances that affect or could lead to the deterioration of the services provided. * Completing incident and accident reports, together with all other routine records requiring completion, paying particular attention to signing in and out of the facility, staff breaks, and training logs. * To ensure all duties are carried out in a safe manner in accordance with the company’s Health and Safety Management System to include corporate standards, local procedures, risk assessments and the facility PSOP / EAP. * To attend all staff training to ensure that the RLSS National Pool Lifeguard Qualification is up to date and personal competency is maintained and to achieve the targets identified and agreed through the Performance Development Reviews. * To maintain a personal level of fitness and qualification(s) that is commensurate with the requirements of the post. * To undertake any further duties which may from time to time be required of the post holder and are commensurate with the responsibilities of the role. |

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| 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.**

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| **JOB REQUIREMENTS & KEY CRITERIA** | | **Essential/**  **Desirable** |
| **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 wide range of customer they will be required to instruct. | **E** |
| Have a good knowledge and understanding 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** |
| Ability to maintain high levels of concentration whilst on poolside duties. | **E** |
| The ability to react to potentially hazardous situations and prevent an accident or serious incident. | **E** |
| An understanding of the standards of presentation expected by customers throughout the facility. | **E** |
| The ability to meet tight timescales when setting equipment up for customers | **E** |
| Will be expected to participate in regular ongoing Lifeguard specific training to ensure that their National Pool Lifeguard Qualification remains valid. | **E** |
| Will be expected to administer first aid to injured parties. | **E** |
| **Qualifications/ Training** | To hold an SE Level 2 Swimming Teacher Qualification or willingness to gain it. | **D** |
| To hold an SE Level 1 Swimming Teacher Qualification. | **E** |
| Candidates must hold or have the ability to successfully complete a National Pool Lifeguard Qualification. | **E** |
| Relevant industry qualifications and evidence of Continued Personal/Professional Development (CPD). | **D** |
| Candidates must hold or have the ability to successfully complete a First Aid at Work Qualification. | **E** |
| Candidates must hold or have the ability to successfully complete the IOS Aqua Level 2 Fitness Instructors Qualification. | **D** |
| **Personal Qualities** | Good communication skills | **E** |
| Confident and outgoing personality with an interest in people. | **E** |
| Smart and well presented. | **E** |
| Flexible to working within a seven day service provision, including evenings weekends and Bank Holidays. | **E** |
| Understands that good customer service is not a skill but an attitude | **E** |
| To have and maintain a level of fitness to fulfil the post. | **E** |

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| **FURTHER INFORMATION ABOUT MAGNA VITAE** | |
| **Our Purpose** | 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.  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.   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** | **F**ocus on the customer  **I**mprove continually  **T**eamwork |
| **Core Behaviours** | **Smile**  **Friendly**  **Helpful** |
| **Benefits of working for Magna Vitae** | 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.  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. |