

## **ELSWICK COMMUNITY LEISURE CENTRE**

### **FREELANCE LEVEL 1 & 2 SWIMMING INSTRUCTORS**

**Elswick Community Leisure Centre will be offering more than 60 hours of swimming tuition when it re-opens in September, and we will be looking to supplement our staff capacity with experienced freelance swimming instructors.**

**We pay between £11ph and £17.85ph, depending on experience, qualifications and type of tuition offered. Key providers will be entitled to an additional 12.07% holiday pay.**

Freelancers will be self-employed and allowed to determine their own work patterns. As we are looking to show flexibility in working hours, **applicants should state how many hours they would like to work and any time restrictions they have.**

**Key Responsibilities** - Delivery of excellent swimming programme following ASA/Swim England guidelines and a school swimming programme that meets the needs of the National Curriculum and individual schools.

We are looking for appointments to start as soon as possible. **We will be interviewing candidates 12 and 13 September.**

**Applications must reach us no later than noon on Monday 9 September.**

- **Applicants must submit a CV**, including information about current and previous employment, qualifications including grades where appropriate, and referees.
- **Applicants should also submit a covering letter** (of approx 650 words max) stating how they are qualified for the role and how they meet essential and desirable criteria in the role description. They should also give an overview of responsibilities in their current or last employment (paid or voluntary).
- **Send applications to [enquiries@elswickpool.co.uk](mailto:enquiries@elswickpool.co.uk)**

All appointments will be subject to the receipt of satisfactory references and the satisfactory outcome of an enhanced DBS check.

If you wish to discuss these vacancies, please contact 0191 452 0932, leaving a message if no-one is available to take your call.

***Elswick Community Pool & Leisure Centre CIO strives to be a fair and equal opportunities contractor and is determined to ensure no applicant receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.***

*The pool is located in **Newcastle's West End**, an economically deprived area with high levels of poor health. The board is committed to working in partnership with local residents and organisations to deliver opportunities that are both affordable and accessible and there is an expectation that employees will contribute to ensuring these goals are met.*

# **Elswick Community Leisure Centre**

## **Swimming Instructors – Role Description**

### **Principal Responsibility**

To deliver an excellent swimming programme following ASA/Swim England guidelines and a school swimming programme that meets the needs of the National Curriculum and individual schools.

### **Organisational Structure**

Swimming instructors will report directly to duty managers, and work with other swimming instructors and leisure attendants to deliver teaching programmes.

### **Key Result Areas**

Ensure consistent progression of children & adults attending 'Learn to Swim' or school swimming programmes

### **Duties**

- Teach a 'Learn to Swim' programme, following ASA / Swim England guidelines. Deliver a school swimming programme that meets National Curriculum standards.
- Ensure consistent progression of children & adults attending 'Learn to Swim' or school swimming programmes.
- Contribute to an imaginative school holiday swimming programme.
- Provide regular feedback to customers/parents.
- Maintain registers of attendances.
- Meet your Duty of Care to meet all Health & Safety requirements, in accordance with appropriate regulations and procedures.
- Fulfil normal operating plan (NOP) & emergency action plan (EAP) obligations, especially with respect to schools pool evacuation procedures. Document accordingly.
- Maintain & store all swimming pool equipment in a safe condition.
- Act as a 'lifeguard' as required.
- Undertake any other duties, as may be reasonably required.
- The duties and responsibilities highlighted in this role description are indicative and may vary over time. Appointees may be asked to undertake other duties and responsibilities relevant to the nature, level and extent of the post. Any such duties should not however substantially change the general character of the post.
- Carry out duties with full regard to Equal Opportunities legislation and best practice.

Evening and weekend hours are part of the normal working pattern at the Centre, and employment availability may depend on being able to work at such times, as part of a flexible rota arrangement.

**Elswick Community Leisure Centre**  
**PERSON SPECIFICATION**

**JOB TITLE**

**Swimming Instructors**

<b>Person Specification</b>		<b>Measured By:</b>
Qualifications & Knowledge	<b>Essential</b> <ul style="list-style-type: none"> <li>• Current RLSS National Pool Lifeguard Qualification</li> <li>• ASA Level 2 or Level 1 Teaching Qualification or equivalent</li> </ul>	CV Document Evidence Interview
	<b>Desirable</b> <ul style="list-style-type: none"> <li>• RLSS TA</li> <li>• Tutor, Mentor or Trainer Qualification</li> <li>• Experience of Managing or working with volunteers</li> <li>• First Aid at Work Certificate</li> </ul>	
Experience	<b>Essential</b> <ul style="list-style-type: none"> <li>• Experience of evaluating and monitoring activities</li> <li>• using performance indicators</li> <li>• Clear understanding of National Curriculum &amp; ASA 'Learn to Swim' scheme.</li> <li>• Familiar with swimming pool NOP's &amp; EAP's</li> <li>• Delivery of school &amp; private swimming lesson programmes + imaginative school holiday activity programmes.</li> <li>• Understanding of Health and Safety in the public and private sector, safeguarding and equal opportunities</li> </ul>	CV Application letter Interview
	<b>Desirable</b> <ul style="list-style-type: none"> <li>• Previous experience of leading groups and teams</li> <li>• Evidence of continuous professional development</li> </ul>	
Physical, mental and emotional demands	<b>Essential</b> <ul style="list-style-type: none"> <li>• Friendly &amp; courteous.</li> <li>• Ability to connect and inspire confidence in customers.</li> <li>• Responsible, enthusiastic, decisive.</li> <li>• Self motivated, with an ability to work effectively without supervision.</li> <li>• Ability to cope with physical demands of a range of duties.</li> <li>• Constant awareness of potential risks associated with a poolside working environment, especially in relation to potentially vulnerable children.</li> </ul>	CV Application letter Interview

	<b>Desirable</b> <ul style="list-style-type: none"> <li>• Experience of working with groups outside a pool setting</li> </ul>	
Skills and Abilities	<b>Essential</b> <ul style="list-style-type: none"> <li>• Pro-active, self-motivated and skilled at motivating others</li> <li>• Able to communicate positively with a broad range of people</li> <li>• Ability to work successfully both independently and as part of a team</li> <li>• Commitment to work outside normal working hours including evenings and weekends</li> <li>• Punctuality</li> <li>• Ability to work with wide range of people and volunteers</li> <li>• Good communication skills</li> </ul>	CV Application Letter Interview
	<b>Desirable</b> <ul style="list-style-type: none"> <li>• Competent at IT</li> </ul>	



power to  
**change**

business in  
community  
hands