

NORTH DORSET DISTRICT COUNCIL

JOB DESCRIPTION

JOB TITLE: Swimming Teacher

GROUPING: Customer Services

SALARY: £9.34 per hour

RESPONSIBLE TO: Swimming Officer

PURPOSE OF POST:

To teach swimming lessons at Gillingham & Blandford leisure centre

DUTIES:

- To prepare in advance for classes, providing lesson plans to the Swimming Officer when requested.
- To be present on poolside ready to take your class 5 minutes prior to the scheduled start time
- To take a register of attendance at the start of each lesson, and to keep all records up to date.
- To complete reports and issue any certificates earned at the end of each course of lessons.
- To be familiar with the Council's Child Protection policy and enforce it at all times.
- To be available to answer queries from parents regarding the progress of their child outside of normal lesson times.
- To prepare the poolside for use including setting up, taking down and moving of equipment.
- To be familiar with the centres operating procedures and emergency action plans and to implement them immediately when required.
- Comply with the requirements of the Council's Equal Opportunities Policy.
- Ensure safe working practices, in line with the requirements of the Council's Health & Safety Policy.

This job description will be reviewed at an annual Staff Performance Review interview to ensure it accurately reflects the requirements of the post. Any changes will be discussed and agreed at this interview. The duties of the post may vary from time to time without changing the general character of the post or the level of responsibility entailed.

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