



JOB DESCRIPTION

Post Title:	Leisure Assistant and Swimming Teacher
Department:	Sports Centre
Reports to:	Sports Centre Operations Manager
Purpose of Role:	The core purpose of the role of the Leisure Assistant and Swimming Teacher is to be involved with the overall delivery of the Leisure Programme.

Key Tasks and Responsibilities – Leisure Assistant

- Promote the safeguarding and welfare of all members, students and visitors
- To undertake leisure assistant duties in line with the normal operating procedure
- Ensure high levels of supervision within each of the Sport Centre are maintained at all times
- To be aware of and abide by the Pool Safety Operating Procedure, which contains the Normal Operating Procedure and Emergency Action Plan
- Undertake cleaning duties as specified in the daily cleaning rota to a high standard, being proactive in maintaining a high level of cleanliness throughout the facility
- Undertake duties on reception as required, including taking bookings, payments, cash reconciliation and customer queries
- Assist with daily administrative tasks as required and directed by the Management Team
- To be responsible for ensuring customer use of the pool's facilities is consistent with the pool's admission policy
- To be aware of all emergency and critical incident procedures, logging and reporting any incidents occurring on shift
- To supervise holiday clubs/camps and maintain a presence in the Fitness Suite as required and directed by the Management Team
- Work with the Management Team and other staff to ensure the smooth running of the Sport Centre
- Maintain excellent levels of customer service and be available, when required, to speak to pupils, staff and members regarding the Sport Centre
- Maintain and deliver the highest levels of safety, cleanliness, and maintenance standards

Key Tasks and Responsibilities - Swimming Teacher

- To plan and deliver lessons to both pupils and external customers, ensuring adherence to the scheme of work and lesson plans.
- With the support of the Sports Centre Management Team, assist with payment and booking administration, including updating lesson registers and managing any changes to lessons.
- Integration of the Learn to Swim Framework and programme reward schemes into classes.
- Ensure safe provision of all equipment and ensure it is used correctly.
- Make sure safety standards are followed in sessions.
- Identify participant's abilities and encourage them to reach their full potential.
- Provide explanations and demonstrate swimming techniques.
- Correct faults in swimming techniques and identify ways to improve performance.
- Create a positive and fun environment in which to motivate and encourage children.
- Evaluate sessions and give feedback.
- Regularly assess each participant's ability and progress and arrange for the award of the appropriate certificates.
- Undertake lifeguarding duties as part of a rota.
- Maintain excellent levels of customer service and be available, when required, to speak to parents and members regarding the swimming programme.
- Maintain and deliver the highest levels of safety, cleanliness, and maintenance standards.

You may be required to undertake any other duties including Health & Safety and compliance within your capabilities and as maybe reasonably required.

This job description illustrates the main responsibilities of the job and is not intended to be exhaustive.

Person Specification

Essential

- Excellent communication and customer service skills
- Experience of working with young people and/or the general public
- Enthusiastic and positive attitude
- Flexibility to work weekdays, evenings and weekends
- Ability to work as part of a team but also on own initiative
- Maintaining a high level of personal presentation, including wearing the appropriate uniform at all times
- Level 2 Swimming Teacher qualification, or willingness to achieve this (training provided)
- Completion of the National Pool Lifeguard Qualification (NPLQ) is required.

Desirable

- First Aid Qualification or a willingness to undertake one
- Comfortable with the use of ICT
- An interest in getting involved in the wider Sports Facilities provision on campus
- A willingness to respond positively to the changing operational needs of the facility

You can look forward to a genuinely rewarding, interesting and varied role within a unique setting, as well as excellent training and development at every stage of your career. We are also committed to promoting from within whenever we can, giving you the chance to build a great future here.

Stonyhurst is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.