



THE PICKAQUOY CENTRE TRUST

POST OF SWIMMING INSTRUCTOR

JOB DESCRIPTION

HOURLY RATE: £11.84 - Level 1 Qualified
£14.18 - Level 2 Qualified

NO. OF HOURS: As agreed/required

DATE PREPARED: November 2019

RESPONSIBLE TO: Operations Manager

RESPONSIBLE FOR: N/A

PRINCIPAL FUNCTIONS: Overview

Your role will act as an ambassador for The Pickaquoy Centre and as such you will be expected to be a dynamic member of the team who thrives in a fast paced and changing environment.

To be responsible for teaching a co-ordinated programme which aims to develop the fundamental skills of swimming within the children's learn to swim programme, adult swim classes and specific user group sessions.

To deliver a range of high quality swimming opportunities in a fun way that is progressive and reflective of the needs of the Orkney Community.

Main Duties

1. To plan, develop and coach a range of sporting opportunities for swimming based activities.
2. To prepare sessions in advance, with all necessary equipment set out and to be ready to receive the swimmers as they arrive on poolside.
3. To ensure the coaching sessions for both adults and children are centred, structured, progressive, fun and of a high quality.
4. To work with a range of user groups across all key stages as identified.
5. To provide a safe environment to be accessible to all participants.
6. To continually monitor and evaluate all sessions, activities and programmes and adapt future delivery to cater for the differing ranges of abilities.
7. To provide guidance on progression opportunities based on participants interests and abilities.
8. To be a positive role model at all times.

9. To provide mentoring sessions, observations, further support, guidance and advice to other coaches where appropriate.
10. To work as part of a coaching team within the Trust, and to promote expansion and continuation of Trust based activities.
11. To abide by the UK's code of conduct for sports coaches and maintain a fair and equitable approach to coaching at all times regardless of the ethnicity, race, gender, religion or disability.
12. To attend coaching team meetings.
13. To maintain a register of users and to ensure that the necessary administration requirements are in place.
14. To provide the highest level of customer service.
15. To ensure that all tasks are undertaken in respect of Health and Safety requirements at all times.
16. To assist in the continuous improvement as measured by the Centre's scores in externally inspected Quality Improvement Schemes.

PERSON SPECIFICATION

Attributes	Essential	Desirable
Professional / Educational Qualifications – <ul style="list-style-type: none"> To hold a Scottish Swimming Teaching Qualification or a UKCC Level 1 Swim Teachers Qualification. To hold the UKCC Level 2 Swim Teachers Qualification To hold a basic first aid certificate 	✓	 ✓ ✓
Relevant work / other experience – <ul style="list-style-type: none"> To have substantial experience of swimming To have experience of delivering a coaching session 		 ✓ ✓
Skills and Abilities – <ul style="list-style-type: none"> To have effective communication skills To have the ability to work on own initiative 	 ✓ ✓	
Personal Qualities – <ul style="list-style-type: none"> To have a friendly, outgoing personality. To be honest, reliable and punctual 	 ✓ ✓	
Additional Job Requirements – <ul style="list-style-type: none"> To become a member of the Protecting Vulnerable Groups Scheme. To be meticulous in your personal presentation and adopt the Centre's dress code. 	 ✓ ✓	