



Cardiff
Metropolitan
University

Prifysgol
Metropolitan
Caerdydd

JOB DESCRIPTION

Job Title:	Swimming Teacher
Department:	Cardiff Met Sport
Location:	Cyncoed
Grade:	Grade 2A
Salary:	£14.65 (including 14% for annual leave and a £3.71 per hour market supplement)
Tenure:	Casual (as and when required)
Accountable to:	Junior Sport Manager

This job description is indicative, not prescriptive, and the balance of duties will be in accordance with the contract of employment

Role Summary:

This is a key post that will contribute to the ambitions of the University's Strategic Plan 2017/18 – 2022/23.

To deliver swimming sessions in an efficient, effective and professional manner for the Cardiff Met aquatic programme

To assist the sport development department in ensuring that the service provided is operated at all times in accordance with the current legislation and statutory requirements, in particular, child protection and Health & Safety

Principal Duties and Responsibilities:

- To deliver a Learn to Swim programme, school swimming programme and intervention programme in partnership with Sport Cardiff.

- To ensure the needs of swimmers, staff and parents are met within a dynamic and inclusive environment
- To act as lead teacher and for swimming sessions and ensure that comprehensive teaching plans have been prepared and delivered according to Swim Wales learn to Swim framework
- To support the registration, assessment and progress of each swimmer under your supervision
- To be a point of contact for parental enquiries regarding a swimmer's progress or assessment decisions and direct queries to the Junior Sport Manager
- To mentor assistant swimming teachers and volunteers
- To commit to personal development in order to keep up to date with relevant qualifications.
- To be aware and to act in accordance with current legislation in terms of Child Protection and Health & Safety
- To act in a professional manner with the children and when liaising with parents
- To be responsible for checking any equipment used during sessions and ensure that the equipment is appropriately issued and returned to storage after the activity.
- To attend Staff Training and Staff meetings when required
- To wear suitable uniform that will be issued from the Junior Sport Manager

Additional Information:

- Coaches must complete the signing in sheets which will act as our record of hours worked.
- Working hours will be determined by the Junior Sport Manager
- Commitment to deliver coaching all sessions that have been allocated

Standard Notification

These guidelines are provided to assist you in the performance of your contract. The university is a dynamic organisation; therefore changes may be required from time to time. Any changes will be made in consultation with the post-holder. The Summary of Duties and Responsibilities is not intended to

be an exhaustive list of tasks performed. Other associated technical tasks are likely to be performed as directed by the line manager.

It is accepted that individual staff will have a specialist skills and knowledge base in relation to the role they have been appointed to. In addition to this, Cardiff Metropolitan University expects that all staff will conduct themselves in a professional and courteous manner at all times and have particular regard for their responsibilities under Cardiff Metropolitan University's Equalities, Financial, Environmental and Sustainability, Human Resources and Health and Safety policies and procedures.



Cardiff
Metropolitan
University

Prifysgol
Metropolitan
Caerdydd

PERSON SPECIFICATION

Post: **Swimming Teacher**

Unit/School: **Cardiff Met Sport**

FACTORS	ESSENTIAL AND DESIRABLE CRITERIA	ASSESSED BY		
		A*	I*	T/P*
Education & Qualifications (Essential)	A recognised Level 2 in Teaching Aquatics	✓		
Education & Qualifications (Desirable)	Child Protection Qualification	✓		
Knowledge (Essential)	Understanding of governing body sports development plans	✓	✓	
	Understanding of the importance of Customer Care and service delivery	✓	✓	
	Understanding of Child Protection policies	✓		
Knowledge (Desirable)	Understanding of Health & Safety legislation	✓		
Skills & Abilities (Essential)	Excellent Verbal Communication Skills		✓	
	Ability to organise and manage own work and others to achieve objectives	✓		
	Ability to use effectively and maintain sports equipment	✓		

Skills & Abilities (Desirable)				
Experience Paid/Unpaid (Essential)	Lead swimming teacher in a school, club or recreation environment	✓	✓	
	Planning and delivering progressive lesson plans	✓		
	Experience communicating with parents or guardians	✓	✓	
	Experience of assessing, monitoring and recording swimmer's progress through a formal assessment method	✓	✓	
Experience Paid/Unpaid (Desirable)	Experience of working in a customer focussed environment	✓		
Other Requirements (Essential)	*The appointment of the successful applicant will be subject to a Disclosure and Barring Service check (DBS, previously CRB).	✓		
Other Requirements (Desirable)	Ability to work flexible at evenings and weekend	✓	✓	

*Please note that a criminal record may not necessarily be a bar to obtaining employment in Cardiff Metropolitan University. For further information on Disclosure and Barring Service (DBS, previously CRB) please go to <https://www.gov.uk/crb-criminal-records-bureau-check>