



## **CASUAL SWIMMING TEACHER**

**Pay Band E / Fixed SCP 18**

**£9.63 per hour**

**Job reference: V39**

### **Contents**

1. Letter from the Human Resources
2. Volair Ltd's vision and objectives
3. Job description
4. Person specification
5. Conditions of service



Dear Applicant

**Post of Casual Swimming Teacher V39**

This post is exempt from the provisions of the Rehabilitation of Offenders Act which means you must provide details of any convictions (including those which are 'spent'), in addition to any cautions and bindovers orders that you have received in the last 12 months.

Thank you for your enquiry, please find enclosed further details about the post and an application form for you to complete and return by post to Clare Kerr, HR, Pensions and Payroll Administrative Officer, Volair Ltd, Knowsley Leisure and Culture Park, Longview Drive, Huyton, Liverpool, L36 6EG or by email to: [hr@volair.org.uk](mailto:hr@volair.org.uk).

Volair Ltd places great importance on maintaining high levels of attendance at work and all Directorates operate under well-established guidelines to monitor and control absence. If you are successful at interview, Volair Ltd will be seeking references and your present or last employer will also be asked to give details of your sickness and attendance record over the last three years.

If you require any assistance during the selection process due to a disability, please contact me as soon as possible on telephone number 0151 443 4160. For example you may need a sign language interpreter, require an accessible interview room, or need help completing a written application (taped applications may be submitted by prior agreement).

Please note that Volair Ltd will disqualify any applicant who directly or indirectly seeks or canvasses the support of any Councillor for any appointment with Volair Ltd.

You should return your application to: Clare Kerr, HR, Pensions and Payroll Administrative Officer, Volair Ltd, Knowsley Leisure and Culture Park, Longview Drive, Huyton, Liverpool, L36 6EG or by email to: [hr@volair.org.uk](mailto:hr@volair.org.uk).

I look forward to receiving your application and thank you for your interest in this post.

Yours sincerely

*Clare Kerr*

Clare Kerr  
HR, Pensions and Payroll Administrative Officer



Our shared vision - to make Knowsley: ***The Borough of Choice***

CORE VALUES:			
Act with integrity	Being accountable	Openness and transparency	Respect for people
<ul style="list-style-type: none"> <li>▪ Demonstrates honesty, reliability and trustworthiness</li> <li>▪ Does the 'right' thing</li> <li>▪ Demonstrates consistency</li> <li>▪ Acts according to a consistent set of morals, values and principles at all times</li> </ul>	<ul style="list-style-type: none"> <li>▪ Acknowledges and assumes responsibility for actions and decisions</li> <li>▪ Takes ownership and responsibility for resulting consequences and does not seek to apportion blame on others</li> </ul>	<ul style="list-style-type: none"> <li>▪ Makes decisions in an open and transparent manner</li> <li>▪ Shares information whenever possible</li> <li>▪ Explains when information can't be shared</li> <li>▪ Is open to new ideas and new ways of working</li> </ul>	<ul style="list-style-type: none"> <li>▪ Champions equality and diversity with all people at all levels</li> <li>▪ Treats people in the way they would like to be treated</li> <li>▪ Values people and their contributions</li> <li>▪ Shows consideration for others through thought and action</li> </ul>



## Conditions of Service

<b>Post</b>	Casual Swimming Teacher
<b>Employment status</b>	Casual
<b>Grade</b>	Pay Band E / SCP 18
<b>General</b>	The conditions in the National Joint Council for Local Authority Services (Green Book) will apply.
<b>Hours of work</b>	As and when required
<b>Salary</b>	£9.63 per hour
<b>Medical</b>	The successful applicant will be required to complete a medical questionnaire and may also be required to undergo a medical examination.
<b>Training</b>	Volair Ltd is an 'Investor in People' and encourages training and development for all employees.
<b>Pension</b>	If eligible you will be automatically enrolled into the NEST Pension Scheme
<b>Childcare vouchers</b>	The Council is in partnership with a childcare voucher provider which offers employees a salary sacrifice scheme. Further details are available from Human Resources Division.
<b>Disclosure</b>	The post is subject to a Disclosure & Barring Service check. You must ensure that you complete Section 8 of the application form. If you fail to do so your application will not be considered. Having a criminal record will not necessarily prevent you from being appointed to the post.



## Exempted posts – Disclosure & Barring Service (DBS) disclosure

Volair Ltd aims to promote equality of opportunity for all with the right mix of talent, skills and potential. We welcome applications from diverse candidates.

Certain posts are subject to a Disclosure & Barring Service check due to the nature of the work being undertaken. All candidates who are successful at interview for one of these posts will be asked to complete an application form for a 'disclosure' check by the Disclosure & Barring Service before the appointment is confirmed.

Whilst Volair Ltd supports the rehabilitation of ex-offenders, it is obliged in the recruitment of all employees to use an Exemption Order of the Rehabilitation of Offenders Act 1974 in order to ensure safe recruitment to posts where working with children, vulnerable adults or other positions of trust are involved. If you apply for a post that is subject to a disclosure, you will be advised in the recruitment job pack.

Having a conviction or a record of some type of unacceptable behaviour **would not** necessarily bar you from being appointed to the post as any decision to employ will be considered on the individual circumstances of each case.

Further information about the Disclosure & Barring Service, including how information is assessed in line with the Rehabilitation of Offenders Act 1974 can be found on their website: [www.crb.gov.uk](http://www.crb.gov.uk)

## Safeguarding

Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline



<b>Job description</b>	
<b>Job title</b>	Casual Swimming Teacher (ASA level II)
<b>Grade</b>	Grade E (Inclusive of all weekend, out of hours, evening and Bank Holiday working)
<b>Section/team</b>	Swimming
<b>Accountable to</b>	Swimming Development Officer / Facility Manager
<b>Responsible for</b>	Assistant Swimming Teachers & volunteers
<b>Date reviewed</b>	6 April 2016

### **Purpose of the job**

To provide a high quality service in accordance with the Knowsley Active Swim Scheme programme and its policies. To provide teaching and direction at a particular centre/s as directed by the Swimming Development Officer, Duty Manager, Centre Manager, or their deputy.

To support the Active Leisure Service in achieving income and participation targets.

To work towards achieving the performance measures contained within the Active Leisure Scorecard.

<b>Main Duties and Responsibilities</b>	
1	To provide a consistently high standard of teaching within the framework of Knowsley Swim Scheme
2	To follow the set programme of the scheme of work and lesson plans, make any amendments as necessary and note them on evaluation documentation
3	To monitor the achievement of individuals; assess them according to the Knowsley Swim Scheme criteria, and provide any feedback as necessary regarding their achievements, providing evidence of progression through the scheme of individuals and also the site/s
4	To deal with enquiries from parents/guardians/carers/or others (when appropriate) regarding children on the programme at the site/s.
5	To work with the Centre Manager and Swimming Development Officer regarding poolside assessments and any feedback provided in order to develop your own individual skills and also to lead in the development of assisting staff and the development of their aquatic skills through the mentoring of such staff
6	To carry out any administration tasks as needed by the Knowsley Swim Scheme
7	To be fully conversant with the policies and practices as detailed in the Knowsley Swim Scheme Teachers Folder, and be able to induct new staff at the site/s to these practices



8	To demonstrate sound communication skills and apply them to differing situations within the swim scheme
9	To demonstrate a variety of motivation and discipline tactics that can be utilised within the swim teaching situation
10	To attend any relevant Continual Professional Development training as indicated by the Centre Manager / Swimming Development Officer and deemed necessary for the Swimming Teacher licence.
11	To supervise assistant teachers, and volunteers at a particular site/s
12	To work as part of a team within a centre and also across the authority though Swimming Development, where necessary undertaking any other duties as deemed necessary within the swim scheme
13	To administer first aid where necessary
14	The role will contribute to ensuring the operation of facilities throughout the Borough as a whole run smoothly and therefore flexibility in place of work is paramount on a daily basis. Any movement will be as part of the working conditions and no allowance will be incurred.
15	To support the operation of the Leisure facilities by fulfilling other operational tasks on site (i.e. Lifeguard / Leisure attendant duties) as directed by the operational managers.

## Health and Safety

1	To comply with Health and Safety Policies and practices of Knowsley Borough Council and attend any staff training as directed
2	Ensure that all poolside and swimming equipment is cleaned and maintained in accordance with manufacturer's guidelines and industry best practice.
3	To inform or administer first aid where necessary
4	To abide by Knowsley Borough Council's Staff Code of Conduct and Child Protection Policy
5	To abide by the Amateur Swimming Associations Code of Ethics
6	To play a key role in developing and maintaining high standards of customer service
7	To ensure the service is promoted efficiently, effectively and in keeping with the corporate image of "Active"
8	To ensure high levels of professional conduct at all times with particular reference to punctuality, dress and presentation and to wear the uniform provided whilst on duty



<b>Person specification</b>			
<b>Post title</b>	Casual Swimming Teacher	<b>Grade</b>	Scale E
<b>Company</b>	Volair Limited	<b>Section/team</b>	Swim Team
<b>Criteria</b>	<i>Essential requirements</i>		<b>* M.O.A</b>
<b>Skills, knowledge, experience etc</b>			
1	Range of effective Communication skills		A I
2	Ability to maintain discipline and demonstrate professional manner		A I T
3	An ability to deliver to classes in an effective and enjoyable manner		I T
4	An ability to work effectively as an efficient member of a team		A I
5	The ability to use a computer and appropriate packages linked to the role		I T
6	To demonstrate the ability to empathise with and motivate all ages and levels of swimmers		A I T
7	To be able to lead and supervise a team of teachers and develop their skills for the benefit of the Swim Scheme		A I
<b>Qualifications</b>			
8	ASA Level 2 (or equivalent) and relevant CPD training		A C
9	RLSS NPLQ (if not held then this will be a requirement of the post within one month of being appointed)		A C
10	ASA Disability Teaching (level 1 or 2) or ASA Aquatic Fitness Qualifications		A C
<b>Personal attributes and circumstances</b>			
11	To have experience of working in a poolside teaching environment with a variety of sized groups and abilities		A I
12	To have experience of developing and delivering a site based aquatic programme		A I
13	To have experience of managing staff		A I
14	To have undertaken Continual Professional Development (linked to the qualification held) as appropriate		A I
15	To hold an ASA Licence (this must be achieved within three months of appointment and held as a condition of this post)		A I
16	To have a knowledge of the National Plan for Teaching Swimming, and its workings		A I P
17	To have a knowledge of health and safety requirements for sport and leisure activities and the associated risks		A I



18	To understand the need for planning and evaluation including the main elements of a lesson and scheme of work	A I T
----	---	-------

**\*Method of assessment (\*M.O.A)**

**A** = Application form

**C** = Certificate

**E** = Exercise

**I** = Interview

**P** = Presentation

**T** = Test

**AC** = Assessment centre

Date	Approved by authorised manager	Designation
6.4.16	Sam Goodwin	Head of Business Management

Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline