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| **JOB DESCRIPTION** | |
| **Job Title**: Swim Teacher | **Job Holder**: Vacant |
| **Job Location**: Sport Ireland National Aquatic Centre | |
| **Reports to:** Head of Swimming | |

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| https://static.wixstatic.com/media/a1c807_c1c356078eea475f9929c7f646f132a9~mv2.png/v1/crop/x_0,y_110,w_3226,h_986/fill/w_540,h_165,al_c,usm_0.66_1.00_0.01/a1c807_c1c356078eea475f9929c7f646f132a9~mv2.png | Swim Teacher Job Description | Doc Reference No. | Sports/ST01 |
| Author: | Head of Swimming | Revision No. | 01 |
| Approved by: | Head of Sport | Approval Date: | 01/11/2017 |

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| **JOB PURPOSE:** |
| Reporting to the Head of Swimming, the Swim Teacher will provide successful delivery of all Swimming Programmes delivered at the Sport Ireland National Aquatic Centre ensuring these programmes are delivered to the highest standards, in a safe and welcoming environment |

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| **Responsibility** | **Tasks** |
| Teaching | Teach the National Aquatic Centre Swim Program in line with the syllabus and guidelines.  Ensure best practice and delivery is followed when teaching Academy, school and group bookings.  Ensure customer service is to the highest standard when dealing with queries/concerns.  Complete a scheme of work, session plans and evaluations for each class.  Monitor and record swimmers progress throughout each programme on a daily/weekly basis.  Maintain the pool environment, setting up and taking down equipment as required.  Additional duties as allocated by the Head of Swimming |
| Health &Safety | Ensure that Health and Safety rules and procedures are applied and adhered to at all times.  Provide accurate and detailed safety information to customers as requested by the Head of Swimming or any member of Management.  Ensure that all equipment is in working order and safe for use prior to each session.  Report any safeguarding concerns immediately to the Child Protection Officer. |
| Standards | Adhere and implement all NAC and NSC policies & procedures  Keep accurate records in relation to all aspects of work and prepare reports as required. |
| Technical Responsibilities | Attend training courses as required.  Continuously improve instructor knowledge and skills to remain up-to-date on all teaching practices and trends. |
| Internal and External Relationships | Internal  All Sport Ireland National Sports Campus staff  External  All NGB’s on site on campus, all external customers/clients. |

* The above contains the main outline of duties. However it’s inevitable that tasks may arise which may not fall within the remit of the above list of main duties. Employees are required to respond with a flexible approach when ad hoc tasks arise which are not specifically covered in their job description. Should an additional responsibility become a regular part of an employee’s job, the Job Description will be amended to reflect this.

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| **JOBHOLDER ENTRY REQUIREMENTS:** |
| **Knowledge (Education & Related Experience):**   * Minimum of Level 1 Swim Ireland Swim Teacher qualification or internationally recognised equivalent |
| **Key Skills**   * Strong interpersonal and communication skills * Good organisational skills * Proven ability to a high standard of customer service * Good administrative skills |
| **Key Behaviours**   * Customer focused * Flexible approach to work * Ability to use own initiative * A team player * Enthusiastic and positive attitude * A desire to continuously improve |