

## JOB VACANCY –

### LCSC Lead Teacher of Learn to Swim



A new and exciting position is to be created in Lisburn City Swim Club (LCSC), Lead Teacher of Learn to Swim. This person will help LCSC develop swimming skills to the highest levels across the Learn to Swim (LTS) program. The LTS Lead Teacher will also mentor and plan all aspects of the classes and sessions under their control.

Reporting to: Line Manager (Member of LCSC Executive Committee).

Responsible for: All LTS teachers.

The Lead Teacher of Learn to Swim will be responsible for the swim instructor staff and leading on the operation of the Learn-To-Swim program at Lagan Valley Leisureplex.

The LTS Lead Teacher will develop and implement a program for the teaching of swimming to children, providing fundamental water safety and aquatic confidence in the four main strokes. A key aspect of the program is preparing swimmers to progress into the competitive Squads of Lisburn City Swimming Club. The Lead Teacher of Learn to Swim will ensure all safety and teaching guidelines are followed and will conduct regular evaluations to ensure operational standards are consistently applied, effectively managing the administration of the Learn to Swim scheme to achieve financial targets and promote a safe and positive learning environment for swimmers and teachers.

#### **Main Duties**

1. To plan, evaluate, develop and deliver the Learn to Swim teaching program developing a strategy in line with the broader LCSC vision.
2. To assist with the recruitment of suitably qualified teaching staff and manage the work programs setting, agreeing and updating work objectives. This includes covering dedicated swim teaching hours within the job role.
3. Maintain health & safety documentation to ensure a safe service & environment and raise concerns promptly ensuring child protection procedures are implemented.
4. To provide technical support to teachers by way of seminars and meetings and act as a mentor to the teachers involved in the delivery of the program.
5. To maintain records of teaching staff qualifications, rota and teaching hours and report to appropriate Club Officers.
6. To communicate regularly with parents, teachers, club coaches and executive members in order to achieve optimal customer care and feedback.
7. To enroll, organize and conduct assessments of children on the Waiting List.
8. To design develop and deliver skills camps during the summer.
9. To maintain own CPD in line with Swim Ireland processes and protocols and as deemed appropriate.
10. To liaise with the Head Coach to ensure that the overall standards of the program are in line with the needs to the competitive squads including utilization of pool space.
11. Proactively market and expand the current Classes as part of the broader LCSC service.
12. To assist with reviewing and development of Risk Assessments and NOP that relate to aspects of the Learn to Swim program. Ensure swim teachers carry out duties that comply with all safe systems of work operate within a safe environment.

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13. To work with the LCSC administrator to manage all aspects of the Learn to Swim program courses/bookings on the Swim Soft system, including class movements, re-enrolment, payments and the reports (lesson feedback).
14. Create and update the Learn-To-Swim teacher handbook.
15. Track and organise lesson participant reports for each term by compiling swim school records of achievement, producing certificates as required.
16. Ensure all personal data is managed effectively and in accordance with data protection policies.
17. Order supplies in accordance with financial & stock control systems.
18. Any other duties that are deemed appropriate within the role.

It is important to note that the successful applicant will be required to undertake an enhanced disclosure from the Disclosure and Barring Service and that this will form part of the conditions of offer of employment. (Access NI)

### **Qualifications**

- A Swim Ireland Level 2 Swimming Teaching qualification, STA or equivalent
- An appropriate lifesaving qualification (preferably NPLQ or NRASTC or equivalent) or the ability to work towards this within 6 months of appointment
- A First Aid at Work Certificate or the ability to work towards this within 6 months of appointment
- A Swim Ulster/Swim Ireland Safeguarding qualification or equivalent

### **Background & Experience**

- Experience of teaching swimming lessons to children of all abilities
- Experience of developing and instructing swimming lessons that are creative and innovative
- Have the ability to assess pupil's progress against key performance criteria and tailor courses to specific needs.
- Managing and motivating a team of swimming teachers to deliver a varied swimming lesson program
- Have experience of providing analytical information in terms of financial information, market research and customer feedback.
- Have knowledge of good practices recommended by the Swim Ireland regarding tuition procedures.
- Have knowledge of administration requirements for swimming lessons
- Have the ability to recognise and develop key market trends
- Would be an advantage to have Disability Swimming experience.
- Would be an advantage to have Diving and Waterpolo experience.
- Would be an advantage to have a Swim Tutor qualification.

### **Skills & Competencies**

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- Excellent communication and inter-personal skills with the ability to act as a positive role model.
- The ability to maintain a positive attitude in the face of unexpected and stressful situations and to be professional in appearance and behavior.
- The ability to work on own initiative as well as in a team.
- Ability to work with a wide range of customers effectively understanding their needs (students, staff, external customers).
- Commitment to personal and professional development.
- Excellent time management skills and the ability to plan and organise personal workloads
- To be able to work across the hours of the learn to swim program including evenings and weekends

#### **Hours of Work**

- You will be expected to be on poolside / gallery in your role as LTS Lead Teacher during the Learn to Swim program which currently runs for 14.75 hours per week. This covers evenings and weekends and if necessary provide cover from holiday, sickness or absence on approved leave.
- You will be expected to carry out administration in support of your role as Lead Teacher of Learn to Swim as required.

#### **Rates of pay**

- Competitive rates dependent upon experience.