
	Swim Teacher Job Description	Doc Reference No.	Sports/DHS01
Author:	Head of Swimming	Revision No.	01
Approved by:	Head of Sport	Approval Date:	01/12/2017


<b>JOB DESCRIPTION</b>	
<b>Job Title:</b> Deputy Head of Swimming	<b>Job Holder:</b> Vacant
<b>Job Location:</b> National Sports Campus	
<b>Reports to:</b> Head of Swimming	

<b>JOB PURPOSE</b>
<p>Reporting to the Head of Swimming the Deputy Head of Swimming will assist with the organising, developing and delivery of a high standard teaching and coaching programme to meet the needs of swimming on the National Sports Campus ensuring programmes are delivered to the highest standards, in a safe and welcoming environment.</p> <p>Core Roles:</p> <ul style="list-style-type: none"> <li>• Continuously improve the NSC Swim programmes</li> <li>• Lead and motivate a team of teachers in the development and delivery of a high standard teaching and coaching programme on the National Sports Campus.</li> <li>• Plan, prepare, deliver and evaluate a range of teaching and coaching sessions, that follow the principles of physical training and long-term athlete development.</li> <li>• Support the Head of Swimming with expanding the development of the programme at the National Aquatic Centre creating accessible routes into swimming for all ages and abilities, and effectively support and develop the pathway for recreational and competitive swimming including other aquatic disciplines.</li> </ul>

<b>Responsibilities</b>	<b>Tasks</b>
Swim Programmes	<p>Approximately 40% of this role will be spent managing the Learn to Swim Academy at the National Aquatic Centre. Effectively supporting and developing the pathway for educational and recreational swimming.</p> <p>Approximately 60% of this role will be spent delivering high standards of teaching and coaching of the various Swimming programmes at the National Sport Campus.</p> <p>Play a lead role in the delivery of high quality Teaching/Coaching sessions within the Swimming programmes at The National Sports Campus.</p> <p>Follow recognised swimming techniques and strategies as outlined by the Head of Swimming and be instrumental in mentoring the swim teaching team with all aspects of their role.</p>

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Swimming Operations	<p>Prepare a range of reports, as directed by the Head of Swimming, relating to the development of the programme and monitoring of the financial sustainability of the programme.</p> <p>Set rotas, work schedules and timetabling of all aspects of the Swim Department</p> <p>Maintain clear and accurate records of attendance and progress for a range of participants and maintain up to date records of programme individual progress reports. Provide feedback on the attendance and progress of participants to the Head of Swimming.</p> <p>Communicate information, as directed by the Head of Swimming, to participants and parents and other swim teachers.</p> <p>Assist in the successful delivery of Oncourse, the NSC's online academy management tool, daily.</p>
Facility Usage & Bookings	<p>Work with other departments on the National Sports Campus to actively promote swimming programmes through social media and other suitable marketing outlets.</p> <p>Assist with the development and production of marketing material and publications that promote the swimming programme as requested by the Marketing Department.</p> <p>Assist where required the Head of Swimming in developing an efficient and effective bookings schedule.</p> <p>Foster good relationships with participants, parents and fellow work colleagues.</p>
Leadership & Management	<p>Assist the Head of Swimming with all aspects of managing the Swim Department including operational procedures, NAC syllabus, staff training/CDP and staff appraisals.</p>
Health & Safety	<p>Ensure all programmes are delivered in a safe manner and that all Health and Safety rules and procedures are applied and adhered to at all times</p> <p>Ensure all Department staff adhere to and follow Health and Safety guidelines according to Campus policies.</p>
General Duties	<p>Complete additional duties as assigned from time to time by the Head of Swimming</p>
Technical Responsibilities	<p>Continuously improve your Knowledge and skills to ensure the NSC remains up-to-date on all Swimming related practices and trends</p>

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Internal and External Relationships	Work in partnership with internal departments to ensure all activities are delivered to the highest standards. Work with the Head of Swimming to develop new opportunities for participation in sport.
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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.

<b>JOBHOLDER ENTRY REQUIREMENTS:</b> <i>Identify the essential knowledge, skills and behaviours required.</i>	
Essential Knowledge/Experience (Education & Related Experience):	<ul style="list-style-type: none"> <li>- Level 2 Swim Ireland Teaching Swimming qualification</li> <li>- Attendance on a safeguarding course</li> <li>- Valid Gardaí vetting</li> <li>- Previous experience of teaching and coaching swimming to National standard</li> <li>- Previous experience of managing a Learn To swim Programme</li> </ul>
Desirable Knowledge/Experience	<ul style="list-style-type: none"> <li>· Level 2 Swim Ireland Coaching swimming qualification</li> <li>· First aid qualification</li> <li>· Previous experience of leading and motivating a team</li> <li>· Lifesaving Instructor qualification</li> </ul>
Key Skills	<ul style="list-style-type: none"> <li>· Strong interpersonal and communication skills</li> <li>· Excellent organizational skills</li> <li>· Proven ability to meet deadlines</li> <li>· Budget management experience</li> <li>· Good administrative and IT skills, specifically with Microsoft Office packages</li> <li>· Problem solving skills</li> </ul>
Key Behaviors	<ul style="list-style-type: none"> <li>· Customer focused</li> <li>· Flexible approach to work</li> <li>· Ability to use own initiative</li> <li>· Solution focused attitude</li> <li>· A team player</li> <li>· Enthusiastic and positive attitude</li> <li>· A desire to continuously improve</li> </ul>