**Relief Swim Teacher**

**Sports Development Service**

**Stirling Campus**

**Grade 4**

**Organisational Structure**

Reports to: Sports Development Officer

**The Role**

Plan and deliver a series of progressive, high quality and well-structured swimming lessons to children and adults as part of the University of Stirling Sports Swimming Programme. The Swim teacher will support with the mentoring of Assistant Swim teachers and will liaise with the Swim Coordinator regarding swim teacher development and programme delivery.

**Key Duties and Responsibilities**

**Instruction**

* Plan and prepare lesson content to align with a block of classes and ensure it is the correct level and standard for participants and in line with Scottish Swimming criteria and objectives
* Deliver fun, structured and progressive teaching sessions at the correct level and standard for the group of participants and in line with Scottish Swimming Criteria
* Prepare and deliver sessions in accordance with health and safety guidelines, including normal operating procedures and emergency operating procedures including risk assessments
* Be responsible for checking and reporting of all equipment, in line with Health & Safety procedures and standards
* Continually monitor and asses the development of the children and young people
* Maintain and develop current knowledge and practices by attending CPD opportunities and undertaking benchmarking.
* Prepare the teaching environment ensuring all resources are set up and taken down prior to and after the lessons
* Assist the Swim Coordinator with staff development and mentoring of the teaching team.
* Assist with the implementation of new technologies (tablet registers e.g.) to enhance the customer experience and progression of swimmers within the programme

**Customer Relations**

* Ensure the Swim Coordinator is provided with regular and accurate feedback with regards to participant’s progress
* Provide attendance and customer feedback to Swim Coordinator relating to the uptake and delivery operation of the activity
* Provide an approachable, professional point of contact for participants during lessons
* Contribute to the development of the swimming programme alongside the Swim Coordinator and Sports Development Officer
* Act as a positive role model to participants and interact with groups and individuals in a professional and enthusiastic manner

**General**

* Act as an advocate of The University of Stirling Swimming Programme
* Adopt a flexible working approach to work as part of a team to ensure classes are always covered by providing additional cover in cases of sickness, annual leave or special events
* Provide First Aid where required and ensure the reporting of incidents and accidents is carried out in accordance with university procedures
* Embed the University’s core values of excellence, openness and ambition
* Support and promote the values and behaviours of the Sports Development Service and the University of Stirling at all times
* Ensure that all University policies and procedures are adhered to
* Carry out any other duties, which are appropriate to the post as may be reasonably requested by the Sports Development Officer

**Additional Information / Special Conditions**

This post will require flexibility in working hours to meet operational needs, including evening and weekends.

This post is regulated work with children and/or protected adults under the Protection of Vulnerable Groups (Scotland) Act 2007. The preferred candidate will be required to join the PVG Scheme or undergo a PVG Scheme update check. An offer of work will be subject to the outcome of this check being satisfactory.

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications/ Education** | * Scottish Swimming Teaching Qualification or Equivalent
* Basic First Aid
* Safeguarding and protecting children
 | * Evidence of Swim teaching CPD
* Additional UKCC aquatic qualifications
* Early Childhood Swim Teaching
* Scottish Swimming Member
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| **Experience** | * Minimum 1 years’ experience delivering swim teaching to children and adults
* Providing progress reports for participation
 | * Mentoring of coaches/teachers
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| **Knowledge** | * Understanding of Scottish Swimming Pathways
* Health and safety management of swimming lessons
* Up to date knowledge of Swim Teaching practices
 | * Actively engages in continuous development activities
* Knowledge and understanding of Services delivered by University of Stirling Sport
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| **Skills and Attributes** | * Excellent verbal and written communication skills
* Demonstrable organisation and planning skills
* Committed to delivering excellent customer service
* Strong time management skills
* Reliable and hard working
* Energetic with strong interpersonal skills
 | * Actively involved in Sport and fitness
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| **Other** | * Required to cover operational hours as necessary.
* Willingness to support the wider Sports Development Service team.
* A positive and energetic outlook.
* Ability of act corporately.
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