

Post Title	Level 1 Aquatics Teacher
Division	Business Development
Section	Aquatics
Location	Sport Aberdeen Pool Facilities

Responsible To:	Aquatics Coordinator
Responsible For:	Aquatics Helpers, Student Placements, Volunteers

Job Purpose

- 1 To assist and deliver classes within Sport Aberdeen's Aquatic Sports Development Programme

General Responsibilities

- 2 Ensure the effective management and utilisation of the financial resources, in line with the Companies financial regulations and the key funding partners accounting processes. Ensure that budgets are adhered to and that Best Value is achieved through suitable financial monitoring procedures.
- 3 Be aware of and committed to the equal opportunities principles and practices of the company.
- 4 Employees are responsible for the implementation of the Health and Safety Policy in so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the Health and Safety arrangements to ensure these are implemented and developed as necessary.
- 5 To assist and deliver high quality classes with Sport Aberdeen's Aquatics Sports Development Programme
- 6 To support and supervise helpers and volunteers where appropriate
- 7 To communicate effectively and courteously with parents and other partners and agencies
- 8 To ensure all administrative procedures / records are completed in conjunction with the Aquatics and Administration Co-ordinators

Operational Responsibilities

- 9 To undertake teaching duties to small classes and helper duties as allocated to ensure high quality experiences for all participants
- 10 To use the Aquatics Aberdeen syllabus as the framework and provide weekly lesson plans in line with the Scheme of Work for all classes within the programme, in conjunction with the Level 2 Aquatics Teacher
- 11 To work closely with the Aquatics Co-ordinator and other staff in the delivery of the classes
- 12 To report any accidents immediately and to provide a written report to the Aquatics Co-ordinator using the appropriate Sport Aberdeen forms
- 13 To assist in the promotions of swimming lessons and related activity programmes to create a customer friendly focus
To ensure that knowledge is kept up to date by attending CPD seminars and development

opportunities

14 Operate within the Scottish Swimming code of conduct for sports coaches

Methods of Working

The post holder will be expected to:

- 15 Adopt a participative and collaborative style of working, underpinned by strong interpersonal skills that ensure effective team work with partner's stakeholders and colleagues.
- 16 Be expected to exhibit the highest standards of professional behaviour, creating effective working relationships with the voluntary sector based on mutual trust and respect.
- 17 Use appropriate management information systems, maintain confidentiality and observe data protection guidelines.
- 18 Work with information technology and associated systems, and where appropriate, existing technology arrangements and consultative procedures will be applied in accordance with Company policies.
- 19 Undertake appropriate training associated with the duties of the post.
- 20 To communicate effectively with facility staff and partner agencies with regard to the day to day operation and the promotion of the programme.
- 21 To be ready on poolside 10 minutes prior to the start of the lesson and to remain 5 minutes afterwards to ensure poolside is tidy
- 22 Be expected to take an active part in appraising their own work against agreed priorities and targets, in accordance with the department's management supervision guidelines and service review process
- 23 Undertake appropriate training associated with the duties of the post, in order to facilitate personal development and undertake the duties of the post
- 24 To exhibit the highest standards of professional behaviour, creating harmonious working relationships across all services based on mutual trust and respect

Person Specification

See attached guide

General Conditions

The full-time working week is 37 hours. A flexible approach to working is required (a time off in lieu (T.O.I.L) system is in operation).

Your hours of work may be carried out in with a shift pattern in operation for the establishment to which you are allocated and may include early morning, evening, night and week-end work. The detail of the shift rota and your working pattern will be supplied to you by the Manager of your establishment.

A car mileage user allowance is payable (if using your vehicle for work purposes you must have insurance for business use).

The Company operates a no-smoking policy.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time, commensurate with the general character and grading of the post.

Prepared by: Jill Franks
Designation: Business Development Director
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