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## Job Description: **Swim Instructor**

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**Job Title:** Swim Instructor

**Main Purpose of Job:** To teach high quality and effective swimming lessons and other pool activities.

**Responsible to:** General Manager, Swimming Supervisor

**Responsible for:** All swimmers.

**Liaise with:** All staff, swimmers, parents/carers and any other external organisations as necessary.

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### **Main Tasks of Job:**

- 1) Provide quality and effective teaching, that is inclusive for all participants, enabling people of all ages and abilities to learn to swim, improve and develop their technique and build water confidence.
- 2) Adequately plan swimming lessons and other pool activities that are suitable and engaging for swimmers of varying abilities.
- 3) Assess swimmers' progress, give appropriate feedback, and make changes to lesson plans if required.
- 4) Monitor swimmers to ensure they are safe, make sure safety standards are followed in all lessons and carry out risk assessments.
- 5) Administer first aid for minor injuries or accidents.
- 6) Ensure pool equipment and facilities are safe to use.
- 7) Responsible for keeping facilities and equipment clean and tidy.
- 8) Maintain suitable records and reports.
- 9) Ensure that our procedures, regulations and policies are implemented and followed at all times.

**The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within our organisation.**

**Job description approved by:** ..... **Date:** .....

**Employee signed:** ..... **Date:** .....

**Employer signed:** ..... **Date:** .....