



Swimming Teacher – Level 2

Mount Kelly Enterprise Ltd

The Mount Kelly Foundation was established in June 2014 following the merger of the Kelly College Foundation and the Mount House School Trust. For well over 100 years the two prestigious and high achieving neighbouring schools have built an enviable reputation for excellent educational provision.

Mount Kelly Enterprises Ltd. and Mount Kelly Swimming Ltd. are the commercial trading subsidiaries of the Mount Kelly Foundation arranging for use of the school facilities and campus when not in use for the school. The campus is located in beautiful grounds of 140 acres on the edge of Dartmoor National Park with unrivalled opportunities for children's activity programmes, adventure days, through The Adventure Centre and residential swimming programmes.

The Mount Kelly Foundation with the support of Sport England and Swim England have constructed a 50m Olympic Training pool for the benefit of local community and the school. The new pool opened in September 2016 and together with an existing 25m pool formed the new Mount Kelly Swim Centre.

The Swim Centre provides opportunities for pupils across the Mount Kelly Foundation, other local schools, local and regional swimming clubs, and community swimming including an extensive Learn to Swim programme for children and adults.

Swimming Teacher

Swimming Teachers report to the Commercial Pool Manager and work under the guidance of the Pool Manager. The responsibilities include teaching a variety of classes to children of all ages and abilities in accordance with the Swim England Learn to Swim Programme.

Duties and Responsibilities

Swimming Lessons

- Work with groups of swimmers to help them achieve the aims required by Swim England Learn to Swim Programme, the national teaching syllabus for delivering safe, inclusive and effective swimming lessons for all ages
- Produce session plans appropriate to the groups you are to work with in accordance with the Mount Kelly Swim Centre Schemes of Work
- Swimming Teaching from Poolside or assisting in the water as required by the Pool Management
- Maintain records and notes to detail the needs of an individual swimmer
- Keep up to date registers of all swimmers attending sessions
- Work as part of a team, if necessary assisting with emergencies or evacuations
- Teach in accordance with the Pool Safety Operating Procedure
- To have a good knowledge of the centre programme and activities and to answer basic questions when required.
- Assisting with setting up of Lessons safely and promptly as directed by the Pool Management
- Responsible for the safety and discipline of swimmers whilst on duty
- Attend meetings where reasonably requested by the Pool Management
- Participate actively in supporting the principles and practice of equality of opportunity as laid down by Mount Kelly Equal Opportunities Policy

Health and Safety/Child Protection

- Maintain Health and Safety procedures including the Emergency Contact Details and Medical alerts for swimmers in the group.
- Knowledge of the building, layout and basic equipment, in order to answer basic questions from customers.
- Provide First Aid and reassurance until the Lifeguard is available to take over
- Complete the Accident Book/Incident report if necessary
- Ensure all areas are clean and tidy at all times and safe from trip hazards at all times
- Report any faults or defects promptly to the Pool Management
- Ensure compliance with the Mount Kelly Swim Centre Health and Safety and Safeguarding Procedures within the workplace
- To carry out all procedures and deal with all situations as indicated in the Pool Safety Operating Procedures.

Customer Care

- Demonstrate good Customer Care/Public Relations skills and have an awareness of customer requirements and behaviour.
- To provide advice to customers on a first point of call basis, referring where necessary.
- Be punctual for all sessions wearing the correct uniform.
- To actively participate in supporting and promoting the principles and practice of equality of opportunity as detailed in the Mount Kelly Swim Centre Equal Opportunities Policy.
- To carry out all procedures and deal with all situations in accordance with the Pool Safety Operating Procedures

- To adhere to the Mount Kelly Swim Centre Confidentiality Policy
- To adhere to the Mount Kelly Swim Centre Filming and Photography Policy

Continuous Professional Development

- Ensure all qualifications are renewed and updated as and when necessary
- Remain aware of the technical rules of swimming strokes as they change

Personal Specification

Skills and Knowledge	<ul style="list-style-type: none"> • Strong interpersonal skills and an ability to build relationships. • Reliable with good time management skills • The ability to work independently and sometimes under pressure • Good communication skills • An ability to prioritise • A commitment to high quality customer service • An in depth knowledge of Swimming/Teaching/Coaching skills • Able to work in a team environment
Qualifications/ Experience	<ul style="list-style-type: none"> • Experience working as a Swimming Teacher • Sound knowledge and experience of working to Swim England teaching plans • A good understanding of and commitment to customer care • A relevant and current Swimming Teaching qualification (Level 2 or above) • Relevant and current Lifesaving qualification (desirable) • An understanding of Health and Safety issues within swimming pools
Other Requirements	<ul style="list-style-type: none"> • Satisfactorily meeting the School's employment checks – Disclosure and Barring Service (DBS) check, references, qualifications and legal entitlement to work in the UK