



Your job

Job Title: Swimming Teacher (Trainee)

Service: Resources - Leisure

Grade: G4

Reporting to: Swim Development Co-ordinator

As a BeWell Swimming Teacher trainee, you will be part of a team of Swimming Instructors which will require you to support them in providing instruction / teaching within the various leisure facilities across the Borough. You will assist the delivery of the BeWell swimming programme ensuring a high-quality service is delivered.

The BeWell team are committed to supporting the health and wellbeing of our residents across the Wigan Borough. Whether this be supporting our youngest residents embark on their first swimming lesson or supporting individuals and community groups with existing exercise/ wellbeing programmes. We pride ourselves on offering an extensive and diverse range of physical activity to support our residents.

You will have the ability to work in a fast-paced environment whilst ensuring that you always deliver a high level of professional customer service.

You will also be required to obtain Swim England Level 1 and Level 2 or STA Level 2 Awarding and Certificate in Teaching Swimming and will be required to do so within a 6 month period.

You will be expected to work a variety of shifts which will vary across Monday to Friday and weekends on a rota basis.

Mandatory Statement

The Council is committed to complying with European General Data Protection regulations (UKGDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance

in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

Wigan Council is an active, strong, and committed corporate parent. As a priority, all employees have a responsibility towards the children we look after and care leavers, not just those employed by the Children's Directorate.

In this job you will:

- Support the qualified Swimming Teacher in providing a high-quality standard of teaching, following a scheme of work and lessons plans, make any amendments as necessary and record them on registers or other evaluation documentation.
- Have the flexibility to work across all sites within the Wigan portfolio to ensure as and when required Swimming Teacher can be placed at any leisure site to ensure service delivery is not disrupted once fully qualified.
- Observe qualified Swimming Teacher deal with enquiries from parents / guardians and others regarding children within your class programme.
- Promote the delivery of assessment of awards, badges and promotional events where necessary.
- Accept feedback provided to you from qualified Swimming Teacher / Swimming Coordinators via assessments to develop your own individual skills.
- Observe and retain a variety of motivation and discipline tactics that can be utilised within the swimming teaching situation.
- Assist in the administration and completion of all associated paperwork for the delivery of Swim England LTS framework including the use of the 'On Course Swim Lesson Management' system as guided by the qualified Swimming Teacher / Swimming Coordinator.
- Support in monitoring the achievements of individual pupils through continuous; assessment in accordance with Swim England LTS framework and observe in the delivery of providing any feedback as progression through the programme.
- Attend all Continuous Professional Development workshops provided to maintain knowledge and skills.
- Shadow the delivery of one-to-one swimming lessons to support the growth of the Learn to Swim programme once fully qualified.
- Ensure the safe use and storage of any equipment required during a swimming lesson.
- Attend regular staff meetings as directed by management.
- Demonstrate sound communication skills and apply them to differing situations within the Learn to Swim programme.

- Work as part of a team within a centre, where necessary undertaking any other duties as deemed necessary by management.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

In this job you will need:

You must be able to demonstrate the following essential requirements:

- Must be willing and committed to obtain the Swim England / STA Level 2 Swimming Teacher Qualification or equivalent within the timeframe specified as part of the training agreement
- Must be willing and committed to obtain the NPLQ / NRASTC Qualification within the timeframe specified as part of the training agreement
- Appropriate training or shadowing will be explored and implemented to ensure Swimming Teacher Trainees are confident and equipped to cross work at all other sites additional to their current home site when necessary.
- Good interpersonal skills and the ability to work with a range of staff and customers.
- The ability to work effectively within a team to deliver business objectives.
- High level of engagement with the ability to retain information in supporting with the motivation of swimmers and be able to support in maintaining discipline.
- An understanding of how to plan and manage your own time to meet deadlines. Including utilising and supporting with the creation of session plans.
- The ability to work in a busy environment, assisting in the management and prioritisation of demands whilst maintaining high standards of service and remaining patient with participants.
- The ability to complete administration tasks associated with the role including the use a computer.
- Experience of working in a customer service environment.
- Good organisational, verbal and written communication skills.
- Ability and commitment to learn the principles effectively instruct, coach and develop participants with differing abilities including those that may have varying disabilities.
- Ability to support in assessing and recording achievements.

- An affinity with sport and an understanding of the needs of customers of leisure facilities.
- The ability to learn the principles of the safe supervision of children guidelines of the Swim England and various other governing bodies.
- A willingness to learn teaching/coaching techniques including the Swim England LTS framework.
- A willingness to learn the principles of swimming in the National Curriculum.
- Satisfactory DBS check.

Our Culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **TeamWigan** behaviours.

Be Positive	“ Take pride in all that you do and support and develop yourself and others. ”
Be Accountable	“ Be responsible for making things better, enabling change and supporting improvement. ”
Be Courageous	“ Be open to doing things differently and working collaboratively with others. ”
Be Kind	“ Be helpful, generous and thoughtful towards yourself and others. ”