



Notts County Foundation

Inspiring active change

Notts County Foundation (NCF) is the independent *charitable* arm of Notts County FC. For over 30 years, our dedicated team has been using the power of football and the benefits of sport to make a real difference within our local communities.

Our wide range of programmes cover sport, fitness, health, inclusion, NCS and education – transforming the future outlook for many and leading to positive change within people’s day-to-day lives.

We take pride in our long-standing affiliation with Notts County FC – a community driven club that has provided fun, enjoyment and a sense of belonging for the people of Nottingham and Nottinghamshire for generations. By working together, we continue to inspire active change for those we serve.

Our mission statement is:

We use the power of sport and physical activity to transform the health and wellbeing of local communities.

The mission is underpinned by Notts County Foundation’s **FIVE** core Values

- **We inspire:** Acting as role models, aiming to bring the best out of people
- **We are Innovative:** Thinking outside the box, making the unachievable happen
- **We are community driven:** Cohesion throughout our networks: participants, staff, funders and local partners
- **We show integrity:** Committed to doing what we said we would do
- **We are ambitious:** striving to grow and achieve.

Our impact on the community will be through the following areas of work:

- Sport and Inclusion
- Health
- Education
- NCS
- The Portland Centre



Job Description

Job Title:	Swim Teacher
Responsible to:	Swim School Coordinator
Responsible for:	Level on swim teachers and lesson helpers
Location:	The Portland Centre
Document Created (month & Year)	May 2022

Overview of the role

We are looking to hire an experienced swim instructor to help children and adults of all ages develop proper swimming techniques and skills. The swim instructor's responsibilities include evaluating each student's performance during swim sessions and providing feedback, completing attendance, progress, and accident reports, and ensuring that all swimming aids and equipment are in good working order. Your primary role will be to teach people of all ages and abilities to develop swimming skills, technique and confidence in the water.

Key Accountabilities & Responsibilities:

General Duties

- To ensure the safety and enjoyment of everybody participating in swimming lessons.
- Regularly checking/risk assessing all pool/poolside areas and the efficient organisation of all lessons to the required governing standards.
- To take responsibility for all aspects of the daily operations of classes, ensuring your classes are varied, organised, safe and fun for all those participating.
- To work flexibly when required to do so to cover the swimming programme ensuring teaching consistency/results for pupils.
- To communicate, tutor and assist all swim lesson customers for the duration of their time on the lesson programme.
- To develop a friendly but efficient working relationship with the people who use The Portland Centre.
- To work as part of a team to achieve the continued growth of the swimming programme.
- To follow the Swim England framework for teaching swimming and to ensure that all relevant documentation is used and completed as recommended by Swim England.
- To ensure all equipment required for lessons is ready on the poolside before customers arrive for their lessons and that all equipment is returned and stored safely in the correct storage area at the end of each session.
- To show commitment and be responsible for the success of your lessons.
- To keep up to date with Swim England, and other relevant governing bodies regarding industry guidelines.
- Ensure that qualifications and DBS checks are up to date and valid, and continuous professional development is maintained.
- To have and annually renew Swim England membership.
- Being a participating member of the FITC Management Team and relevant Committees.
- To attend regular training sessions relevant to post and identified at your annual appraisal.
- To comply with requirements of the Health & Safety at Work Act 1974 and all supplementary legislation



- To adopt full duty of care to all customers and staff, being careful to ensure all Health and Safety requirements are met at all times, providing a safe service and environment, raising concerns promptly with the Swim School Manager/ Coordinator.
- To attend regular staff training sessions, be they held in-house or externally and regular meetings with the Swimming Coordinator.
- To maintain and develop own professional knowledge and awareness.
- To undertake any other duties and responsibilities required to, commensurate with the grade and level of responsibility for the post.
- Ensure safeguarding is embedded within the Organisation .
- Promote the activities of FITC.
- To support the delivery of other key areas of the business as required.

Equality, Diversity, and Inclusion

We value the diversity of our staff and welcome applications from people from protected groups under the Equality Act 2010, this specifically includes age, gender, sexual orientation, gender identity/reassignment, race, religion, disability, pregnancy and maternity and marriage and civil partnership.

Safeguarding Statement

Notts County Foundation (NCF) operates a child centred approach to safeguarding and where concerns about the welfare of a child or adult at risk exists, staff will always act in the best interests of the child or adult at risk.

The Foundation fully acknowledges and accepts its responsibility for the well-being and safety of all children and adults at risk engaged in Foundation activities. It is the duty of all staff working at the Foundation to ensure they safeguard children and adults at risk by creating an environment that protects them from harm.

Notts County Foundation believes that the general wellbeing, welfare, and safety of all children and adults at risk engaged in Foundation activities is of the utmost importance. NCF will fulfil its responsibilities by ensuring it displays best practice in safeguarding matters, carried out in a spirit of partnership and openness with the child or adults at risk, family and the relevant local authority.



Personal Specification

Category	Essential	Desirable
Education/ Qualifications	<ul style="list-style-type: none"> Swimming teachers Association (STA) Level 2 Award or certificate, Amateur Swimming Association (ASA) Swimming Teacher Level 2 Valid National Reach Rescue Award / Pool Attendant Qualification or National Pool Lifeguard Qualification. 	<ul style="list-style-type: none"> Rescue Test for Swimming Teachers First Aid
Experience / Knowledge	<ul style="list-style-type: none"> Qualified to the appropriate level 	<ul style="list-style-type: none"> Previous teaching/coaching experience
Personal Qualities/Attributes	<ul style="list-style-type: none"> Enthusiastic and positive attitude towards swimming Good communication skills Good time keeping Self-disciplined Committed to personal development A team worker Able to deliver according to the programme 	<ul style="list-style-type: none"> To go beyond the standards set out by the scheme Self-motivated Flexible and adaptable To undertake further qualifications Excellent communication, time keeping and team skills
Special Conditions	<ul style="list-style-type: none"> Flexibility to work weekdays, evenings and weekends 	<ul style="list-style-type: none"> The ability to instruct and develop other staff members skills through open learning