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| Job Title: | King’s Rochester Swim Coach | Job Category: | Swimming |
| Department/Group: | King’s Rochester Sports Centre (KRSC) | Required Hours: | Average of 9.5 hours per week. Potential of more |
| Level/Salary Range: | Level 2 - £17.50 per hourLevel 1 - £10.00 per hour | Position Type: | Casual |
| Job Description |
| JOB SUMMARY:King’s Rochester Sports Centre is a dual use facility, run for the local community in partnership with the King’s School Rochester. The facilities include a 5 court Sports Hall, Seven Tennis Courts, a Gym and Functional Fitness Studio and a Bar & Function room, and also the management of the pool hall at King’s Rochester School.**KEY RESPONSIBILITIES:****Customer**  * Maintain a good and positive image of the Centre to customers and the public generally by providing a welcoming, helpful and professional poolside service.
* To comply with the commitments outlined in the ‘Customer Charter’, ensuring that standards are maintained as stipulated.
* To ensure the safety and control of the pupils within the swimming lesson and to ensure that all relevant regulations applicable to the centers operation are enforced and complied with.
* To respond as required to the many different situations which will arise. This will involve teaching pupils of different ages and stages, as well as a range of levels and abilities.
* To actively encourage pupils to enroll on crash courses.
* To assist with new-enrolments and re-enrolments as required by the General Manager.

**Swim School Brand** * To understand and follow the Child Protection and Behavior policy contained within Sports Centre and School.
* To ensure relevant administration procedures are completed including registers, lesson plans, Individual Record of Achievements and movement forms.
* To record and complete relevant awards in line with the ASA National Plan for Teaching Swimming, ensuring that the required levels are obtained.
* To teach to the standard set within the Brand to ensure a consistent approach throughout all the Centre’s.

**Revenue Protection** * To ensure that all pupils are recorded on a class register.
* To bring to the attention of the manager on duty the names of any pupils not recorded on the register.
* To assist with the promotion, marketing and development of the activity as required.

**Personal Development** * To ensure that all necessary qualifications for the post are maintained and renewed.
* To attend CPD training as required.
* To attend the termly swimming teacher’s meetings, as directed.

**Other** * To carry out all duties with due regard for Health and Safety requirements and regulations.
* To undertake any other duties commensurate with the post’s level of responsibility.
* The Job demands the following blend of knowledge, skills, experience and behaviour (all are essential, unless shown otherwise, and will be assessed by Application Form and / or Interview / Assessment):

**Skills** * The ability to effectively deliver high quality swimming lessons to pupils of all ages and abilities with minimal supervision.
* The ability to deal with pupils and their queries and concerns with tact and sensitivity.
* The ability to work as part of a team.
* The ability to work under pressure.
* Good written and verbal communication skills.

**Knowledge** * Appropriate professional qualifications (as shown in ‘at a glance’)
* Good understanding of the characteristics and qualities that pupils expect from swimming lessons.
* Knowledge of Health and Safety legislation and other legislation in relation to sports centre operations.
* Understanding of Child Protection Policy, Equal Opportunities Policy and Revenue Protection.
* Knowledge of the National Plan for Teaching Swimming.
* Knowledge of the ASA Award system.

**Experience*** Experience of teaching pupils in groups of mixed ability and age.
* Experience of teaching all spectrums of the curriculum.
* Evidence of achieving results and making a difference to customers.

**Behaviours** * Approachable yet firm.
* Pleasant, friendly and outgoing manner.
* To encourage with appropriate use of praise.
* Motivational approach towards pupils.
* Reliable and committed.
* A dynamic individual with a ‘can do’, results driven approach and attitude.
* Demonstrates trust, openness and respect in dealings with people.
* Flexible approach to tasks and workload.

**Other** * Able to work unsocial hours including evenings and weekends.
* Commitment to complete a course of lessons.
* To be successful in this post King’s Rochester Sports Centre will need to obtain an Enhanced CRB check and two professional references.

The above job description is not exhaustive and you may be required to carry out tasks as specified by the Club that are outside the content of your job description on occasion.QUALIFICATIONS AND EDUCATION REQUIREMENTS* Swim Coach Level 1 or 2
* Current First Aid Qualification.
* Ability to supervise participants and accept supervision.
* DBS check

Preferred Skills* Experience of working within a team and understanding Member needs
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Method of Application All applications must be made on the KRSC application form, together with a covering letter and CV. Please send your application to mmalone@kingssportscentre.co.uk, or by post to: Mike Malone, Centre Manager, King’s Rochester Sports Centre, 601 Maidstone Road, Rochester, Kent ME1 3QJ. Please call 01634 818422 if you require any further information on the vacancy.

Rochester Sports Centre is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. All disabled applicants who meet the minimum requirements of the job as set out in the job description and employee specification will be guaranteed an interview.

KING'S ROCHESTER SPORTS CENTRE FULFILS ALL ITS RESPONSIBILITY UNDER CURRENT CHILD PROTECTION AND SAFEGUARDING LEGISLATION AND IN ACCORDANCE WITH GOOD PRACTICE IN THE CARE OF YOUNG PEOPLE, ESPECIALLY THOSE LIVING AWAY FROM HOME. CANDIDATES WILL BE EXPECTED TO COMPLETE AND ALLOW CHECKS ON THEIR BACKGROUND AND IDENTITY, INCLUDING CHECKS WITH REFEREES. APPOINTMENT WILL BE CONDITIONAL UPON THESE AND A SUCCESSFUL ENHANCED DBS CHECK