

Appendix 3(I)



Affiliated Club

JOB DESCRIPTION: HEAD SWIMMING TEACHER

JOB TITLE: Head swimming teacher

PURPOSE: Responsible for Junior swimming groups up to and including Level 6

ACCOUNTABLE TO: Committee

QUALIFICATIONS: Essential: Swim England Level 2 Teacher as minimum

SKILLS REQUIRED:

- Ability to motivate Swimmers and Volunteers
- Show an appropriate level of technical knowledge.
- Good time management, ability to use time efficiently and effectively.

MAIN DUTIES:

1. Develop and update a rolling 12-month forward training program for all the groups.
2. Allocate water time to the groups after consultation with the club committee.
3. Allocate swimmers to groups after consultation with the other coaching staff.
4. Deliver the clubs swimming program in conjunction with the Teaching team.
5. Oversee the training of teaching staff to comply with Swim Mark.
6. Ensure yearly appraisals are carried out for all teaching staff.
7. Attend all appropriate competitions.
8. Ensure that training schedules are prepared for the groups.
9. Attend to other such "general" duties associated with the post of Club Teacher.
10. Be aware and understand the facility Emergency Action Plan and Normal Operating Procedures (EAP & NOP)
11. To follow and promote the Club/ Swim England Safeguarding policy.

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____