



JOB DESCRIPTION

Job Title:	Self-Employed LTS Co-Ordinator
Location:	Tom Finney School Swimming Pool
Grade:	Minimum Level 2 – dependent upon experience
Hours of Duty:	Initial contract is for 3.5hrs per week for 46 weeks per year. 1.5hrs Sunday 6pm – 7:30pm 1hr Tuesday 5:30 – 6:30pm 1hr Prep work - flexible
Accountable to:	PSC Committee
Accountable for:	Implementing LTS Program and seeing swimmers' transition to Competitive Squads
Any Special Conditions:	You will be required to liaise with Carly Miller, our Squad 6 & 7 Co-Ordinator to ensure swimmers are managed across to Competitive Squads and Bridging sessions at the right time.

PURPOSE AND OBJECTIVES OF THE JOB

To manage and run the PSC Learn To Swim School

To provide swimming instruction for Stages 1-5 as per Swim England teaching plan for swimming.

To provide swimming instruction to age ranging from 3yrs to 8 years old

Liaise with Squad Coaches to aid transition of swimmers from LTS to Development Squads

Principal Duties

1. To plan, prepare and deliver a range of swimming lessons to all ability groups in line with the Clubs current swimming development programme
2. To give information and feedback to parents, swimming co-ordinators on the child's/adults swimming lesson performance
3. To record information and maintain records on attendance, performance and progress of swimmers on our Swim Club Manager application. Training on this can be provided.
4. To evaluate swimmers in line with the Clubs policies of assessment
5. To deliver water safety in line with the Swim England Learn to Swim curriculum
6. To follow the Clubs guidelines on learn to swim programme

7. To undertake appropriate training to continually update skills and knowledge as appropriate
8. To ensure the health and safety of self and others
9. To attend training sessions and meetings as required
10. To be responsible for the setting up, clearing away of equipment in accordance with health and safety regulations and centre operating procedures.

Secondary Duties

1. To undertake other such duties and responsibilities of an equivalent nature as may be determined by the Committee from time to time in consultation with the post holder.
2. To participate in any training initiatives, as trainer or trainer / trainer assessor, in relation to the duties of the post.
3. To provide cover as necessary in their own absence or that of their assistant
4. To maintain and wear uniform in a smart manner.
5. Participating in various projects as required.

Responsibilities

The Post holder must: -

- 1 Perform his/her duties in accordance with the Club's policies and codes of conduct

Control of Resources

Personnel

None.

Equipment/Materials

To control the issue, return, transportation and safe storage of equipment.

Health/Safety/Welfare

To be responsible for the health, safety, and welfare of himself / herself and other persons who may be affected by his / her actions or omissions whilst at work.

Equality & Diversity

To work in accordance with the Club's Policy relating to the promotion of equality and diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements. Requests can be made for financial assistance for this to the Committee and will be dealt with on a discretionary case by case basis.

Relationships

Internal The Committee, Head Coach, Development Squad Coaches, LTS Assistant

External Customers (in relation to complaints, queries and enquiries).

PERSON SPECIFICATION

POST: LTS Co-Ordinator for Preston Swimming Club

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *Desirable Criteria* are used to help decide between candidates who meet ALL the Essential Criteria. The *How Identified* column shows how the Trust will obtain the necessary information about you.

If the *How Identified* column says the Application Form next to an Essential Criteria or a Desirable Criteria, you **MUST** include in your application enough information to show how you meet this criteria. You should include examples from your paid or voluntary work.

ESSENTIAL CRITERIA	HOW IDENTIFIED	DESIRABLE CRITERIA	HOW IDENTIFIED
Qualification and Experience			
ASA/STA level two swimming teachers certificate	Application Form and Interview. Check certificates at interview	RLSS national pool lifeguard qualification (NPLQ)	Application form. Check certificates at interview
National rescue test for swimming teachers (NRASTC)	Application Form and Interview		Application form. Check certificates at interview
Experience of teaching swimming at a variety of levels, with children and adults	Application Form and Interview		Application Form and Interview
Skills and Knowledge			
Ability to work without supervision	Application Form and Interview	Knowledge of Health and Safety at Work	Application Form and Interview
Outgoing personality	Application Form and Interview		“

Flexibility and willingness to carry out other duties as required	Application Form and Interview		“
Special Working Conditions			
Evening and weekend working as required	Interview		Application Form and Interview
Willingness to work at various locations throughout the borough	Interview		“
Need to be flexible to meet the needs of the service	Interview		“
To wear staff uniform			