



Role Specification

Swim Instructor

Job title	Swim Instructor
Location	Roko Portsmouth
Hours of work	Zero Hours, Flexibility to work over Mon-Saturday
Reports to	Swim Manager
Remuneration	£17 per hour
Key Dates	Advert closing date - 5 pm on 6 August 2021. Interviews will be held week beginning Monday 9 th August.

Role summary

An exciting opportunity has arisen at ROKO as we are on the lookout for an incredible Swim Manager to join our talented team on zero hours contract at our Health Club.

As a swim manager you will teach and coach people of all ages and abilities to develop swimming skills, technique and confidence in the water, as part of the Roko Portsmouth Swim School.

Key Tasks

- To plan and deliver lessons ensuring adherence to the scheme of work and lesson plans
- Ensure safe provision of all equipment and ensure it is used correctly
- Make sure safety standards are followed in sessions and undertake risk assessments
- Identify participants' abilities and encourage them to reach their full potential
- Plan and deliver sessions appropriate to the level of swimmer
- Provide explanations and demonstrate swimming techniques
- Correct faults in swimming techniques and identify ways to improve performance
- To be a positive role model, creating a positive and fun environment in which to motivate and encourage children and adults to participate in swimming
- Set ground rules for each session
- Evaluate sessions and give feedback
- Regularly assess each participant's ability and progress and arrange for the award of the appropriate certificates



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- To constantly update, manage and complete your registers
- Work alongside the Swimming Coordinator, other Swimming Teachers and Lifeguards etc to help ensure that participants are able to swim in a safe environment.
- To attend regular meetings with the Swimming Coordinator as and when necessary.
- To agree to abide by a code of conduct and carry out duties in accordance with Sport Liverpool and NGB policies, including equal opportunities, safeguarding children, health and safety at work, etc.

Requirements of the role:

It is a requirement that you would have achieved the below qualifications as a minimum :

- ASA/UKCC Level 2 Certificate for Teaching Aquatics
- ASA/UKCC Level 2 Teaching Swimming to Babies and Toddlers (desirable)
- Flexibility will be required as you may have to work morning, evening and weekend.
- You will also be expected to cover other swim teachers as required during periods of holiday or other absence.

How to apply

The Club will not consider applications via third parties.

To apply send your CV and cover letter to Lina Small – hr@pompeyfc.co.uk no later than 5 pm on 6 August 2021.

Interviews will be held in Portsmouth week beginning Monday 9th August.

If you don't hear from us within 7 days of the closing date, please consider that your application was unsuccessful.

General information

We're committed to diversity and inclusion and want people from all walks of life to apply for our vacancies. We are a disability confident employer and will make reasonable adjustments throughout the recruitment process to help you. If you need any support with your application, please get in touch with us. We are happy to help.

Safeguarding

Portsmouth Football Club is committed to the safeguarding and welfare of all children, young



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people and adults at risk and this is endorsed by the club's board. We are committed to ensuring that any club related activity will be in a safe environment where children, young people and adults at risk are protected from harm or abuse whilst under our care.

The club have a safer recruitment policy which sets out our practice to ensure all staff and volunteers are suitable to work with children, young people and adults at risk. As part of our safer recruitment policy we ask every successful candidate to give their consent for us to obtain two written references and to provide us with documentary proof of qualifications.

The successful candidate will also be subject to a basic DBS or an Enhanced DBS check along with completing a self-declaration form as part of the recruitment process. Any offer of employment will be conditional on these requirements being satisfactory.