



Sawston Sports Centre
Sawston Village College
New Road, Sawston, Cambridge, CB22 3BP
Tel: 01223 712555 www.sawstonsports.com

Required from January 2022

SWIMMING INSTRUCTOR

£10.01 per hour - Level 1

£16.51 per hour - Level 2

2 hours per week for 42 weeks per year

Actual salary from £957.37 at Level 1 and from £1,579.05 at Level 2

Sawston Sports Centre is a local dual-use leisure facility, aiming to provide an inclusive environment where the whole community has the opportunity to participate in a range of activities designed to promote health and well-being.

We are seeking a reliable, professional and enthusiastic Swimming Instructor to join our successful and well-established swim school. Sawston Sports Centre offers an extensive swimming lesson programme designed to cater for all ages and abilities, from Parent and Child to Advanced swimmers. All lessons are taught by Swim England qualified instructors and classes run for 42 weeks per year. Excellent communication skills, confidence and an ability to motivate and inspire others are essential. Previous experience in a similar setting is desirable.

To find out more about the role, please contact Mrs Michelle Wilson, Sports Centre Development Manager on mwilson@anglianlearning.org. Applications must be submitted on the College's application form. CVs will not be accepted.

Closing date: Friday 3 December at 9.00am
Interviews: Week commencing 6 December 2021

Anglian Learning is committed to safeguarding and promoting the welfare of young people and vulnerable adults. We expect all staff to share this commitment and staff in regulated activity will be subject to an Enhanced DBS Check and a barred list check. Certificates of Good Conduct and other checks may be requested if applicable. This post is exempt from the Rehabilitation of Offenders Act. Our policies for Ex-Offenders, GDPR and Recruitment can be found on our website: www.anglianlearning.org. We welcome applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation. Flexible Working will be considered.



Sawston Village College Sports Centre

Job Description

Level 1 Swimming Instructor

Anglian Learning is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment.

Core Purpose	To safely and effectively deliver a comprehensive programme of swimming lessons to Swim England standards under the guidance of a Level 2 Swimming Instructor
Core Accountabilities	To deliver swimming lessons to Sports Centre customers To be aware of and adhere to Health and Safety regulations and the Centre's PSOP
Reporting to	Sports Centre Manager
Liaising with	Sports Centre Manager, Sports Centre Assistant Manager and Duty Managers, Sports Centre Level 2 Swimming Instructors, Sports Centre staff, customers
Salary / Grade	Swimming Instructor - Level 1

Key Tasks	
To deliver swimming lessons to Sports Centre customers	To deliver safe and effective swimming lessons to Sports Centre customers of mixed age and ability under the guidance of a Level 2 Swimming Instructor To assist the Level 2 Swimming Instructors in producing lesson plans for all sessions which are delivered To develop positive relationships with class participants and parents To hold a current NPLQ or NRASTC qualification
To be aware of Health and Safety regulations and the Centre's PSOP	To comply with individual responsibilities in accordance with the role, for Health and Safety in the workplace To ensure the Health and Safety of all customers and staff
Additional duties	To be aware of and comply with policies and procedures related to child protection and safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person, and attend compulsory safeguarding training as a priority of your role. To attend meetings as required. To be an active member of the College community and to support its distinctive ethos. To continue personal development as required. To carry out additional duties and responsibilities as requested by the Sports Centre Manager, Assistant Manager or Duty Managers.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the Sports Centre Manager to undertake work of a similar level that is not specified in this job description.

Sawston Village College Sports Centre
Person Specification
Level 1 Swimming Instructor

Anglian Learning is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment.

Education	Essential	Desirable
Educated to GCSE Level with a good standard of literacy and general education		✓
GCSE grade C+/5+ in English and Maths		✓
Swim England Level 1 Swimming Teaching qualification	✓	
NPLQ or NRASTC qualification		✓

Experience	Essential	Desirable
Previous experience of working as a Swimming Lesson Assistant / Volunteer		✓
Previous Sports Centre experience		✓
Experience of working in a school or college context		✓
Demonstrate an interest in sport and physical activity (for example in participation, organisation or administration)	✓	
Awareness of Health and Safety at Work		✓
Experience of working with the public		✓

Professional Qualities	Essential	Desirable
Ability to work well with other colleagues	✓	
Ability to communicate effectively with staff and customers	✓	
Ability to learn quickly	✓	
Discreet and committed to maintaining confidentiality at all times	✓	
Flexibility in relation to tasks carried out	✓	
Willing to undertake further training as required	✓	

Personal Qualities	Essential	Desirable
A commitment to safeguarding and promoting the welfare of children	✓	
Energy and enthusiasm	✓	
Confidence	✓	
Ability to motivate and inspire others	✓	

Personal Qualities	Essential	Desirable
Adaptable and flexible	✓	
Positive working attitude	✓	
Initiative	✓	
Ability to remain calm in difficult situations	✓	
Ability to work as part of a team	✓	
Excellent attendance and punctuality	✓	
A liking and respect for young people	✓	
Appropriate professional relationships with colleagues and children	✓	

July 2021

Sawston Village College Sports Centre

Job Description

Level 2 Swimming Instructor

Anglian Learning is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment.

Core Purpose	To safely and effectively deliver a comprehensive programme of swimming lessons to Swim England standards.
Core Accountabilities	To deliver swimming lessons to Sports Centre customers To be aware of and adhere to Health and Safety regulations and the Centre's PSOP
Reporting to	Sports Centre Manager
Liaising with	Sports Centre Manager, Sports Centre Assistant Manager and Duty Managers, Sports Centre staff, customers
Salary / Grade	Swimming Instructor - Level 2

Key Tasks	
To deliver swimming lessons to Sports Centre customers	To deliver safe and effective swimming lessons to Sports Centre customers of mixed age and ability To produce lesson plans for all sessions which are delivered To develop positive relationships with class participants and parents To hold a current NPLQ or NRASTC qualification
To be aware of Health and Safety regulations and the Centre's PSOP	To comply with individual responsibilities in accordance with the role, for Health and Safety in the workplace To ensure the Health and Safety of all customers and staff
Additional duties	To be aware of and comply with policies and procedures related to child protection and safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person, and attend compulsory safeguarding training as a priority of your role. To attend meetings as required. To be an active member of the College community and to support its distinctive ethos. To continue personal development as required. To carry out additional duties and responsibilities as requested by the Sports Centre Manager, Assistant Manager or Duty Managers.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the Sports Centre Manager to undertake work of a similar level that is not specified in this job description.

Sawston Village College Sports Centre
Person Specification
Level 2 Swimming Instructor

Anglian Learning is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment.

Education	Essential	Desirable
Educated to GCSE Level with a good standard of literacy and general education		✓
GCSE grade C+/5+ in English and Maths		✓
Swim England Level 2 Swimming Teaching qualification	✓	
NPLQ or NRASTC qualification		✓

Experience	Essential	Desirable
Previous experience of working as a Swimming Teacher / Assistant Swimming Teacher	✓	
Previous Sports Centre experience		✓
Experience of working in a school or college context		✓
Demonstrate an interest in sport and physical activity (for example in participation, organisation or administration)	✓	
Awareness of Health and Safety at Work		✓
Experience of working with the public		✓

Professional Qualities	Essential	Desirable
Ability to work well with other colleagues	✓	
Ability to communicate effectively with staff and customers	✓	
Ability to learn quickly	✓	
Discreet and committed to maintaining confidentiality at all times	✓	
Flexibility in relation to tasks carried out	✓	
Willing to undertake further training as required	✓	

Personal Qualities	Essential	Desirable
A commitment to safeguarding and promoting the welfare of children	✓	
Energy and enthusiasm	✓	
Confidence	✓	
Ability to motivate and inspire others	✓	

Personal Qualities	Essential	Desirable
Adaptable and flexible	✓	
Positive working attitude	✓	
Initiative	✓	
Ability to remain calm in difficult situations	✓	
Ability to work as part of a team	✓	
Excellent attendance and punctuality	✓	
A liking and respect for young people	✓	
Appropriate professional relationships with colleagues and children	✓	

November 2021