



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Swimming Instructor, Sport and Physical Activity, Facilities Directorate



Salary: Grade 3 (£17,079 - £18,688 p.a. pro rata, £9.38 - £10.27 per hour)

Pay is subject to a Market Rate Adjustment to £15.50 per hour

Reference: FDCCS1248

Interview Date: 19 July 2019

Swimming Instructor Facilities Directorate

Do you have experience and knowledge of delivering swimming lessons and swimming programmes? Do you have excellent communication skills and a commitment to providing excellent customer service?

You will deliver swimming lessons as part of the day-to-day operation of The Edge sports facility. You will take an active role in lesson delivery, providing information to customers and maintaining the high standards set by Sport and Physical Activity.

You will have an Amateur Swimming Association (ASA) level 2 teaching qualification and experience and knowledge of delivering swimming lessons. You will have excellent communication and organisation skills with a commitment to customer service. You will be required to work flexibly to meet the needs of the business, which will include the requirement to work weekends. Working hours will vary according to the demand for swimming lessons.

An Enhanced Disclosure from the Disclosure and Barring Service (DBS) is required for this position.

What does the role entail?

As a Swimming Instructor your main duties will include:

- Providing excellent customer service, responding to the needs of customers, dealing with complaints appropriately, and referring any customer complaints to the Aquatics Coordinator as required;
- Day-to-day running and supervision of swimming lessons, contributing to the class programmes when required;
- Responsibility for the delivery of an agreed and documented induction to all relevant customers into the swimming pool facilities;
- Preparing individually tailored swimming lesson programmes for one to one customers;
- Acting as the Fire Marshal and First Aider as required;



- Completing administrative duties as delegated by the Aquatics Lead Teacher and Aquatics Coordinator, including recording performance and attendance of pupils;
- Ensuring that high standards of safety, cleanliness, and presentation of the facilities are maintained and that customers adhere to the facility procedures;
- Ensuring that all equipment is visually and physically checked to be safe for use, in accordance with manufacturer instructions and operating procedures and that customers are using equipment safely;
- Providing information to customers on the Amateur Swimming Association (ASA) National Plan for Swimming and how they can benefit from using the system;
- Providing advice and information to existing and prospective customers on the services provided by the facility;
- Working within and ensuring adherence to both the University's and Sport and Physical Activity's Health and Safety and Equality and Diversity policies.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As a Swimming Instructor you will have:

- A Amateur Swimming Association (ASA) level 2 Teaching qualification, or equivalent;
- Experience of using the ASA awards scheme or equivalent;
- Experience and knowledge of the delivery of swimming lessons and swimming programs;
- Excellent communication and interpersonal skills, with the ability to inform, persuade, negotiate and influence others;
- Commitment to providing excellent customer service and driving continuous service improvements;
- Excellent organisational skills with the ability to work under pressure;
- Ability to work responsibly on your own initiative as well as in a team;
- Computer literate with excellent literacy and numeracy skills.

You may also have:



- Experience of teaching water based fitness classes;
- Experience of delivering one to one lessons;
- Experience of delivering lessons to a diverse range of people.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised [closing date](#).

Contact information

To explore the post further or for any queries you may have, please contact:

Amy O'Donovan, Aquatics Lead Teacher

Tel: +44 (0)113 343 1502

Email: A.J.ODonovan@leeds.ac.uk

Tom Maguire, Aquatics Coordinator

Tel: +44 (0)113 343 4881

Email: T.G.Maguire@leeds.ac.uk

Additional information

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information



Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

This post requires an enhanced and barred list criminal record check from the Disclosure and Barring Service (DBS), and any equivalent overseas authorities where relevant. The successful candidate will be required to give consent for the University to check their criminal record status. All applicants are required to make a self-declaration where applicable.

Any offer of appointment will be subject to the University being satisfied with the outcome of these checks, in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

