Swimming Instructor Level 2

YORK SPORT

Closing date: 02 January 2019
**Directors Introduction**

As a member of the Commercial Services team you will be a key contributor in supporting our section to provide essential income to support the University’s key objectives. The services we provide underpin values that will enhance the ‘student experience’, whilst being profitable and sustainable.

We work in an all-inclusive environment where the word ‘team’ is part of our culture. We provide an excellent benefits package supporting market led terms and conditions of employment. We are committed to Investors in people and this is demonstrated by providing an open door policy giving access to the Management Team from all levels of the organisation.

I wish you well with your application.

Jon Greenwood, Director of Commercial Services

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**York Sport**

York Sport is a York conferences Limited (YCL) department and is responsible for the University of York’s sporting estate and for delivering University and community facing services in support of our mission to ‘inspire activity’

In recent Years University has invested heavily in sport as it seeks to maximise impact for its student, staff and local community. With support of key stakeholders over £13m has been invested in the ongoing upgrading of facilities that include our £9m Sport Village, athletics stadium, velodrome, and closed circuit cycle facility and performance gym.

Our commitment to provide the highest possible standards to a wide range of user groups is ongoing both in terms of facility and service delivery.

We continue to work alongside many of our partners as we seek to maximise opportunities and deliver high quality service, through our high quality team in our expanding high quality environment.
YCL

YCL is a wholly owned subsidiary company of the University of York. YCL was formed in 2012 with the overall aim to deliver a profitable service and provide essential income to the University.

YCL is continuously looking for new ways to support the University. In 2017/18 a new retail store and catering outlet will open for the use of students, staff, visitors and local residents.

There are a number of commercially focussed departments which make up Commercial Services, Catering and Bars, Campus Nursery, York Sport, Design and Print Solutions, York Conferences, Retail Services and support teams including Human Resources Central Administration and Marketing.

YCL was awarded IiP Silver in August 2014.

Benefits Package

- 38 days annual leave including 8 bank holidays (pro rata)
- Pension scheme
- On-site parking
- Concessions rates at York Sport Village and Centre
- 10% off campus NISA supermarkets
- Discount scheme with local restaurants, retail and tradesmen
- Salary sacrifice schemes including cycle to work, childcare vouchers and campus nursery
- Discount scheme with national retailers and services
- Discounted personal postage rates
- Uniform provided

Attractive Place to Work

Centred around the picturesque village of Heslington on the edge of the city of York, the campus offers a wealth of facilities, which includes bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal. Since 2000 we have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion.

During this period of change YCL has also grown to support the larger campus. We have worked hard to retain our friendly, informal atmosphere and believe strongly that work should be an enjoyable place to be.

The University

Founded on principles of excellence equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2017 it is the centre for almost 16,000 students across 30 academic departments and research centres. In just 50 years we have become one of the world’s leading universities and a member of the prestigious Russell Group.

The City of York

Internationally acclaimed for its rich heritage and historic architecture, York’s bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford’s Tower and the Shambles—just a few of many attractions.

But York isn’t just a great place to visit—it’s also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.
**Salary:** £12.75 per hour

**Grade:** B2

**Hours of work:** 14.75 hours per week—will be discussed during the interview

**Contract type:** Open

**Reporting to:** Swimming Development Officer

**Location:** University of York, Heslington, York, YO10 5DD

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**Main purpose of this role**

- To plan, teach, assess, and evaluate swimming lessons for pupils aged 6 months upwards including accompanying adults, parents and guardians in the fundamentals of water safety and confidence building exercises for babies and toddlers of all abilities including those with mental or physical disabilities.

**Key responsibilities and duties:**

- Adopt an integrated approach engaging and tutoring adults in the theory and practice of parent and child aquatic sessions including the basics of child development.

- In line with the York Sport Swim Scheme and ASA National Teaching Plan, provide a clear imaginative and motivational lesson plan to ensure progressive class and participant development.

- Where applicable planning will have to take into account specific needs of people with medical problems or disabilities e.g. learning or physical disabilities.

- Design lesson plans with clear schemes of work suitable to direct the Level 1 Swimming Teacher or Swimming Assistants.

- To fully understand and deliver the principles of child development in the foundation stages of aquatics, within all lesson plan.

- Continuously identify and monitor each child’s growth and development taking into account the anatomical considerations of growth and the relevant stages of learning.

- Evaluate each pupil throughout the lesson against the selected skills and objectives presented in the lesson plan.

- Efficiently administer the process when pupils have reached the necessary objectives to progress into the next stage.

- Coordinate equipment, its safe use and storage before, during and after lessons.

- Use the most effective methods of communication by recognising the audience. i.e. by providing clear and accurate physical demonstrations of the skills being taught. Ensure that instructions are understood and that lessons are motivational and fun.

- Use knowledge of the ASA framework to persuade, inform and reassure parents of the pupil’s progress. Resolve face-to-face complaints and provide recommendations for practice out of swimming lessons.

- Brief Level 1 Instructors and Swimming Assistants on the prepared lesson plan. Supervise and give clear instructions throughout the swimming lesson to ensure objectives are achieved.

- Liaise with other York Sport staff to share best practise, understand and co-ordinate pool side activity and health and safety as well as advising on potential risks such as medical issues.

- Understand, implement and have knowledge of York Sport’s Normal Operating Procedure (NOP) and Emergency Action Plan (EAP) including risk assessments and health and safety.
To act as an ambassador for York Sport Swim Scheme at all times, demonstrating the highest standards of behaviour to customers and other employees, for example by being professional, enthusiastic, punctual and reliable.

Attend Continued Professional Development training to maintain high teaching standards, incorporate new teaching methods and keep all relevant qualifications up to date.

Attend swimming team meetings and discussions when required.

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post in response to business needs.
# PERSON SPECIFICATION

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<th>ESSENTIAL</th>
<th>DESIRABLE</th>
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<tr>
<td><strong>QUALIFICATIONS</strong></td>
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<tr>
<td>• A current ASA Level 1 Swimming Teacher Certificate</td>
<td>• First Aid Qualification</td>
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<td>• A current ASA Level 2 Swimming Teacher Certificate</td>
<td>• National Pool Life Guard Qualification</td>
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<td>• A current ASA Adult &amp; Child Aquatics or equivalent Teaching Certificate</td>
<td>• National Pool Rescue Test for Teachers</td>
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<td>• Successful Disclosure Barring Service (DBS) Certificate Check</td>
<td>• Recognised Child Protection Training or Certificate</td>
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<tr>
<td><strong>KNOWLEDGE</strong></td>
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<td>• ASA (National Governing Body) Swimming Standards, including child protection</td>
<td>• Understanding and knowledge of a continuous swim scheme as delivered at York Sport.</td>
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<td>• ASA Swim a Song Award Scheme</td>
<td>• Swimming lesson software packages such as Course Pro and XN Leisure</td>
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<td>• National Teaching Plan, as published by the ASA</td>
<td>• Normal Operating Procedures (NOPs) and Emergency Action Plans (EAPs).</td>
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<td>• Technical knowledge of all swimming strokes</td>
<td>• Involvement in administering a Learn to Swim Program</td>
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<td><strong>EXPERIENCE</strong></td>
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<td>• Delivery swimming lessons to children with ages 6 months upwards with different abilities, including disability i.e. learning and physical disabilities and their parents or carers</td>
<td>• Working as part of a successful team</td>
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<td>• Delivery of a high standard of customer care</td>
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<td><strong>PERSONAL ATTRIBUTES</strong></td>
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<td>• Prepared to work unsociable hours including evenings and weekends</td>
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<td>• Confidence and ability to work on your own initiative, generating appropriate solutions and making decisions</td>
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<td>• Excellent communication skills</td>
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<td>• Excellent planning and organisation skills</td>
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<td>• Self-driven and committed to providing an excellent service</td>
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How to Apply

Online

- Go to https://jobs.york.ac.uk/ycl
- Find the vacancy using reference **7243**
- Complete the online application form

You will need to submit your application by midnight (GMT) **02 January 2019**.

What will I need?

We will ask you for:

- Personal details
- Your employment history
- Relevant qualifications
- Contact details for two referees

You will need to be ready to show us how you meet the requirement of the job, either in a written statement and / or by answering questions.

The Company will only recruit individuals who have passed the school leavers age. For further information and confirmation of the school leavers age please visit the City of York Council [website](https://jobs.york.ac.uk/ycl).

Applicants aged under 18 year of age will only be offered 20 hours a week or less and they must provide evidence that they are in full or part time education/training, or undertaking work based learning such as an apprenticeship.

Help and assistance

Direct queries to ycl-hradmin@york.ac.uk
01904 328413/01904 328424