Swimming Instructor Level 2
Introduction

As a member of the Commercial Services team, you will be a key contributor in supporting our section to provide essential income and 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.

We wish you well with your application.

Mission and Values

At YCL our mission is to provide the highest standard of customer satisfaction, value for money and quality of product within a friendly and helpful environment.

Our values are:

Trust - We will place trust in you to do your job and do it well

Respect - We will respect you and expect you to respect your colleagues and customers

Unique - We are all unique and diverse and we embrace this

Enjoy - We strive to make work an enjoyable place, you should too!

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 £16m has been invested in the on-going upgrading of facilities that include our £9m Sport Village, regional standard athletics stadium, sports arena, tennis dome, squash courts, sports hall outdoor velodrome, 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, service and event delivery.

We continue to work alongside our many partners as we seek to maximise opportunities and high quality services, through our high quality team and environment that we are justifiably proud of.
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.

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

YCL is continuously looking for new ways to support the University. In 2017/18 we opened a new retail store and catering outlet for the use of students, staff, visitors and the general public.

YCL was awarded Investors in People Silver in 2014.

Benefits Package

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

The University

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2019 it is the home of more than 18,000 students. The University is one of the world's leading universities and a member of the prestigious Russell Group.

An 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, including bars, gyms and shops.

The University has undergone an unprecedented period of expansion and renewal. Since 2000 they have invested in 20 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 growth on campus. We have worked hard to retain our friendly, informal atmosphere and believe strongly that work should be an enjoyable place to be.
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 Swim England National Teaching Plan, provide 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 Swim England 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.
## CANDIDATE 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 Swim England Level 1 Swimming Teacher Certificate</td>
<td>• First Aid Qualification</td>
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<tr>
<td>• A current Swim England Level 2 Swimming Teacher certificate</td>
<td>• National Pool Life Guard Qualification</td>
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<td>• A current Swim England 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</td>
<td>• Recognised Child Protection Training or Certificate</td>
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<tr>
<td><strong>KNOWLEDGE</strong></td>
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<td>• Swim England 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>• Swim England 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 Swim England</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>SKILLS / ABILITIES / COMPETENCIES</strong></td>
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# Candidate Specification

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| **Experience** | • 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  
• Delivery of a high standard of customer care | • Working as part of a successful team |

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<th>Personal Attributes</th>
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| • Prepared to work unsociable hours including evenings and weekends  
• Confidence and ability to work on your own initiative, generating appropriate solutions and making decisions  
• Excellent communication skills  
• Excellent planning and organisation skills  
• Self-driven and committed to providing an excellent service |
How to Apply

Online

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

You will need to submit your application by midnight (GMT) of the closing date.

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 show us how you meet the requirements of the job, either in a written statement and / or by answering questions.

YCL 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.

Applicants aged 18 and under will only be offered a maximum of 20 hours of work a week, and 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