



Survive and Save Club

Job Description

Swim Co-ordinator / Lead Teacher

Role

Provide leadership, guidance and development to all teachers and trainers. Manage the club swimming and lifesaving programme and teachers/trainers and providing guidance and direction for the development of the Club ensuring progression of the swimming member.

Skills

- Be an excellent and effective communicator that is approachable, clear and concise
- Be a good listener
- Sound organisational skills
- Well organised and efficient
- Be able to work a part of a team
- Be proactive and flexible in organising and scheduling programmes
- Have the ability to coordinate and facilitate
- Maintain confidentiality and be tactful

Qualifications

- Hold one of the following:
 - Swim England Level 2 Teaching Swimming Certificate or equivalent
 - RLSS Trainer Assessor
- National Pool Lifeguard Qualification or National Rescue Award for Swimming Teachers and Coaches

Main Duties

The same as a swimming and lifesaving teachers plus:

- Induction of new teachers
- Assessment of new and existing swimmers
- Administer the club programme
- Write Schemes of Work
- Allocate classes and teachers
- Ensure that assessments are completed for every swimmer each term and that any issues with progression are identified
- Observation of teachers to ensure progressive practices, assessment standards, quality of feedback and identify areas of good practice and development
- Schedule courses and CPDs as required
- Ensuring best practice is employed in all aspects of teaching
- Hold regular teachers meeting

Time Commitment

3 hours per week at club sessions plus 2 hours per week, this will vary as part of the termly programme cycle

3 teachers meeting per year

Committee Meetings

Other meetings as required