	Swim Teacher Job Description	Doc Reference No.	Sports/ST01
Author:	Head of Swimming	Revision No.	02
Approved by:	Head of Sport	Approval Date:	01/07/2021

JOB PURPOSE:

Reporting to the Head of Swimming, the Swim Teacher will provide successful delivery of all Swimming Programmes delivered at the Sport Ireland National Aquatic Centre ensuring these programmes are delivered to the highest standards, in a safe and welcoming environment

JOB DESCRIPTION

Job Title: Swim Teacher


Job Holder: Vacant

Job Location: Sport Ireland National Aquatic Centre

Reports to: Head of Swimming

Contract: Part Time

Responsibility	Tasks
Teaching	<p>Teach the National Aquatic Centre academy and school lessons in line with the Swim Ireland Child Learn to Swim syllabus and guidelines.</p> <p>Ensure best practice and delivery is followed when teaching Academy, school and group bookings.</p> <p>Ensure customer service is to the highest standard when dealing with queries/concerns.</p> <p>Complete a scheme of work, session plans and evaluations for each class.</p> <p>Monitor and record swimmers progress using On course (our customer portal) on a daily/weekly basis.</p> <p>Maintain the pool environment, setting up and taking down equipment as required.</p>
Health & Safety	<p>Ensure that Health and Safety rules and procedures are applied and adhered to at all times.</p>

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	<p>Provide accurate and detailed safety information to customers as requested by the Head of Swimming or any member of Management.</p> <p>Ensure that all equipment is in working order and safe for use prior to each session.</p> <p>Report any safeguarding concerns immediately to the Child Protection Officer.</p>
Standards	<p>Adhere and implement all NAC and Sport Ireland Campus policies & procedures.</p> <p>Keep accurate records in relation to all aspects of work and prepare reports as required.</p>
Technical Responsibilities	<p>Attend training courses as required.</p> <p>Continuously improve instructor knowledge and skills to remain up-to-date on all teaching practices and trends.</p>
Requirements	Must have swim teacher training or qualification

❖ The above contains the main outline of duties. However, it's inevitable that tasks may arise which may not fall within the remit of the above list of main duties. Employees are required to respond with a flexible approach when ad hoc tasks arise which are not specifically covered in their job description. Should an additional responsibility become a regular part of an employee's job, the Job Description will be amended to reflect this.