



Job Description

Job Title	Swimming Lessons Supervisor
Contracted Hours	25 hours Per Week (£13,000 - £14,333 per annum; £19,500 - £21,500FTE)
Reporting line	Lessons Manager
Overview	The Lessons Supervisor role will be a 25 hours-per-week role which is split between a combination of poolside supervisor hours and work-from-home admin hours. The role will be responsible for the pool environment during WCPSC lessons provision, overseeing a structured programme of high quality teaching and learning, whilst being a poolside point of contact for parents and carers. During their off-poolside hours of work, the Supervisor will assist the Lessons Manager in an administrative capacity with new enquiries, responding to members' queries and managing staffing rotas. This will be in a work-from-home capacity.
Responsibilities and Accountabilities	<ul style="list-style-type: none"> ● To oversee and be responsible for the running and delivery of the allocated weekly lessons and intensive holiday courses. Commitment to weekend sessions is preferable. ● To be fully prepared and at the poolside no later than 15 minutes prior to the scheduled commencement time of the lesson, unless this is not permitted at the venue. ● Ensure all equipment is packed away by staff securely at the end of every session and the poolside is left neat and tidy. ● Any lost property is logged and either given to the lifeguards or held in our equipment crate. ● Ensure the lessons programme is being followed and high standards maintained. ● Lead with the support of helpers and teachers the set-up of the session, organise the correct equipment, and ensure lane and/or width ropes are in place for a timely start. ● When necessary, cover lessons with the support of assistants. ● Update and maintain online registers, staff sign-in sheets and assessment information in a timely manner as required. ● Poolside checks of registers to be carried out ensuring they match up with current pool layout. ● Remain vigilant by monitoring learners to ensure their learning experience is positive and safe, and take action where appropriate e.g. ensuring the teacher/helper ratios are adhered to. ● Provide leadership and guidance to teachers and helpers during the lesson acting as the final decision maker for the duration of the lesson. ● Liaise with carers/parents of learners as required. ● Supervise trials/taster lessons arranged by the Lessons Manager, and provide feedback to both parents/carers and Lessons Manager. ● Report any mid term swimmer moves, assessments, parent feedback, concerns or issues to the Lessons Manager, only if they cannot be dealt with poolside. ● Ensure ongoing assessments are conducted in a timely manner, that test sheets are updated. All assessments meet the deadline set by the lessons manager, and are updated to the online registers within 12 hours. ● Ensure accident reports for issues occurring during the lessons are completed and where required escalated to ensure legal compliance. ● Responsibility to ensure all new staff are given an induction on arrival at the pool, as directed by the lessons manager, and providing feedback on their performance during their trial session. ● Ensure staff are adhering to standards and wearing the correct uniform at sessions. ● Actively seek out parents to deliver badge / hat orders at sessions. ● Ensure health and safety procedures are complied with. ● Report faulty equipment or facilities or incidents of note to the Lessons Manager at the end of the session. Ensure equipment deemed dangerous is isolated and clearly marked as not for use.

	<ul style="list-style-type: none"> ● Collecting and filing documentation for new members of staff, including qualifications, safeguarding and DBS Certificates. ● Liaise with Lessons Manager to assign hours to members of staff and manage session rotas. ● Assist Lessons Manager with the collection and distribution of end-of-term progress reports for parents, which are to be completed by teachers on our purpose-build spreadsheets. ● Attend video-call meetings 1:1 with Lessons Manager to discuss proposals and plans for lessons provision along with any ongoing or emerging issues. ● Assist Lessons Manager in organising Half Term and Holiday Intensive Courses. ● Manage the staffing email inbox and update personnel and holiday records accordingly. ● Ensure timesheets and staff registers are completed accurately and in a timely manner, liaising with the finance team for monthly payroll when required.
Qualifications	<p>Swim England Swimming Teacher Level 2 or STA Level 2 Swim Teaching Certificate.</p> <p><i>It is desirable that you already hold one of these qualifications, but we would also be prepared to consider the right candidate provided they were prepared to sit their Level 2 qualification.</i></p>
Personal attributes	<ul style="list-style-type: none"> ● Be an effective communicator, within the club and the community, and comfortable talking with parents and swimmers. ● Have the confidence and skills to manage the pool environment and those working within it. ● Proven track record of teaching swimming to a high technical standard, and the ability to mentor teachers and helpers by imparting your knowledge and experience to them. ● The ability to build and maintain an effective working relationship with the Lessons Manager and other teaching staff. ● A flexible approach to working hours. ● An enthusiastic and passionate attitude to your work which may include additional voluntary hours to ensure the job is done to the best of your ability. ● Effective time management, planning and organisation. ● Technologically proficient, able to navigate Google Drive and spreadsheets.

This job description should not be regarded as exclusive or exhaustive. It is intended to provide the framework within which the role of SC will be developed and may be subject to adjustment in light of the changing needs of WCPSC.

Winchester City Penguins Swimming Club is a Registered Charity with over 1,100 members across our Learn to Swim and Squad programmes, as well as providing community and school programmes. The club has a rich history of swimming provision and offers a diverse programme, regardless of swimmers' ability or ambition, across several local pools.