

A

Remarkable

Place

To Work.

Swimming Instructor

Sport Sheffield



**Overview**

Sport Sheffield is the department that manages all aspects of sport, health and fitness at the University of Sheffield. The overall aim of Sport Sheffield is to provide an excellent sporting experience to underpin the overall offer the University makes to prospective and current students, alumni and the wider University/local population.

It is the responsibility of Sport Sheffield to:

* Support the delivery of the University’s vision/strategy
* Be student focussed
* Provide a wide range and good quality facilities, services and programmes
* Offer value for money in everything we do
* Employ staff who have passion, are knowledgeable, have vision and understand people

We are looking for qualified Swimming Teachers to join our team. Are you passionate about swimming? If you are a qualified Swim England Level 2 Swimming Teacher with a flexible and professional approach and a desire to work towards Swim England’s goals of delivering safe, inclusive and effective swimming lessons for all ages then we may have a position for you.

**Person Specification**

You should provide evidence in your application that you meet the following criteria. We will use a range of selection methods to measure your abilities in these areas including reviewing your online application, seeking references, inviting shortlisted candidates to interview and other forms of assessment action relevant to the post.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Criteria** | **Essential** | **Desirable** |
| 1. | Must hold a Swim England Level 2 in Teaching Swimming Qualification | X |  |
| 2. | Safeguarding qualification | X |  |
| 3. | Disclosure and Barring Service (DBS) check | X |  |
| 4 | Experience in teaching swimming to a variety of different ages and abilities, preferably the Swim England criteria | X |  |
| 5. | Knowledge of relevant leisure industry policies, legislation and quality/ safety standards | X |  |
| 6. | Experience of motivating and communicating with a range of different ages and abilities | X |  |
| 7. | Effective communication skills, both written and verbal, good report writing skills, | X |  |
| 8. | Excellent customer service skills, with experience of responding professionally and efficiently to enquiries. | X |  |
| 9. | Ability to develop creative approaches to problem solving |  | X |
| 10. | A good knowledge of the Learn to Swim framework and relevant award schemes and experience delivering these schemes | X |  |
| 11. | Ability to provide detailed feedback to children, parents and staff in an effective and professional manner | X |  |
| 12. | Hold a National Pool Lifeguard Qualification or similar |  | X |

**About the Team**

Sport Sheffield is the department of the University of Sheffield that manages all aspects of sport, including facilities and related services. The facilities include 170 station gym, 33.3m swimming pool, strength and conditioning room, bouldering wall, squash courts, sports hall, fitness class studio and extensive outdoor pitch provision.

This is an exciting opportunity to join a vibrant, energetic and forward thinking workforce. We are at an exciting stage in our development as we look to add a number of staff to our already thriving team, enabling us to take steps towards developing our new vision for sport.

We are looking to appoint knowledgeable, enthusiastic, passionate and friendly people. Our service and commitment to our customers is paramount in everything we do.

Open to students and the wider community, Sport Sheffield, is a great place to be and for those looking for development pathways we can offer a bright future in sport, health and fitness.

You can learn more about Sport Sheffield by visiting our website [www.sport-sheffield.com](http://www.sport-sheffield.com), Facebook pages <https://www.facebook.com/SportSheffield/?ref=bookmarks> , or following us @SportSheffield on <https://twitter.com/>

**Job Description**

Sport Sheffield are looking for a group of Swimming Teachers to join our team.

The candidate must be committed to working evenings and weekends on a weekly basis. Punctuality and reliability are key to this role. We are looking for someone who has a flexible approach.

The role will involve planning and delivering swimming lessons for children/ adults in line with the Swim England Learn to Swim criteria. You must ensure that the lessons are planned and delivered to a high standard and in accorandance with relevant industry safety and quality standards.

The candidate must have excellent record keeping skills which allow them to complete registers and assessment records to a high standard. You must be able to offer feedback to swimmers, parents and management and use your initiative to provide new and innovative ideas.

It will be the responsibility of the Swimming Teacher to check their equipment prior to lessons commencing and organise any necessary replacements in advance with the Active Programmes Development Officer.

**Main Duties and Responsibilities**

* Planning creative lessons in accordance with Swim England’s National Learn to Swim scheme
* Delivery of lessons in an enthusiastic and attentive manner and in accordance with the criteria set out by Swim England’s Learn to Swim scheme
* Ensuring effective record keeping, including registers and assessment sheets
* Any other duties, commensurate with the grade of the post.

**Reward Package**

**Salary for this grade:** £12.50 per hour plus 12p per pound holiday

**This post is** open ended.

**This post is part-time:**

Grades 1-6: Variable (both cover and weekly posts available)

*4 x 3.5 hours (9-12.30 Saturday)*

*1 x 2 hours (6.15- 8.15 p.m Wednesday)*

*1 x 2 hours (4-6 p.m Friday)*

***[Note – posts of 16 hours or less may also be suitable for advertisement in the University of Sheffield Student Jobshop run by the Careers Service]***

If you join the University you will have access to a Total Reward Package that includes a competitive salary, a generous Pension Scheme and annual leave entitlement, as well as access to a range of learning and development courses to support your personal and professional development. You will have access to your own personalised portal where you can also access a comprehensive selection of benefits and offers to suit your changing lifestyle needs, for example financial wellbeing, travel options, shopping and cinema discounts.

To find out more visit [www.sheffield.ac.uk/hr/thedeal](http://www.sheffield.ac.uk/hr/thedeal)

We are committed to making the University a remarkable place to work and we support this through a number of sector leading services such as Juice.

Our innovative Health and Wellbeing service, Juice, encourages and supports staff to maintain their own positive health and wellbeing through a broad range of inclusive services and activities.

To find out more visit [www.sheffield.ac.uk/juice](http://www.sheffield.ac.uk/juice)

Our leadership development has been designed to ensure that our

leaders have the knowledge, skills and behaviours needed by the

Sheffield Leader logoUniversity.

To find out more visit [www.sheffield.ac.uk/hr/sld/sheffieldleader](http://www.sheffield.ac.uk/hr/sld/sheffieldleader)



We are also proud of our award-winning equality and diversity action which enhances working life for all. 92% of staff tell us they are treated with fairness and respect (staff survey 2016) [www.sheffield.ac.uk/hr/equality](http://www.sheffield.ac.uk/hr/equality)

We are the only university to feature in the Sunday Times 100 Best Not-for-Profit organisations to work for 2018. In our staff survey (2016) 94% of staff said they were proud to work for the University and 89% of our staff would recommend the University as an excellent place to work. To find out more about what it’s like to work here visit [remarkable.group.shef.ac.uk](http://remarkable.group.shef.ac.uk/)

**Selection – Next Steps**

**Closing date:**

Following the closing date, we will contact you by email to let you know whether or not you have been shortlisted to participate in the next stage of the selection process. Please note that due to the large number of applications that we receive, it may take up to two working weeksfollowing the closing date before the recruiting department will be able to contact you.

It is anticipated that interviews and other selection action will be held on w/c 25th March. Full details will be provided to invited candidates.

For more information on our application and recruitment processes visit [www.sheffield.ac.uk/jobs/info](http://www.sheffield.ac.uk/jobs/info)

**Informal enquiries**

For informal enquiries about this job and the recruiting department, contact: Aimee Mayers on [activekids@sport-sheffield.com](mailto:activekids@sport-sheffield.com) or on 0114 2226956.

**Criminal records check**

Please note that as this post is exempt from the Rehabilitation of Offenders Act 1974, a satisfactory Disclosure and Barring Service Disclosure will be required for the appointee. If you have a spent criminal record and are invited to interview for this post, you are required to provide details of your convictions in confidence, with the job reference number/ title of post/recruiting department, in advance of the interview to the Deputy Director of HR, Human Resources, The University of Sheffield, The Arts Tower, Western Bank, Sheffield, S10 2TN (mark the envelope PERSONAL). This information will be treated as strictly confidential and will only be considered if you are invited to interview for the post.

If you have been barred from working with children or vulnerable adults by the Disclosure and Barring Service it is a criminal offence to apply for a post involving regulated activity with children or vulnerable adults. Regulated activity involves contact of a specified nature. If you are unsure if you may apply for this post for this reason then please contact Human Resources for further information.

**Creating a remarkable place to work**

We build teams of people from different heritages and lifestyles from across the world, whose talent and contributions complement each other to greatest effect. We believe diversity in all its forms delivers greater impact through research, teaching and student experience.

We are consistently ranked in the top 100 of the world’s universities, but there’s so much more to us than that. By joining the University, you will be joining award-winning teams and departments who are all working together to make the University of Sheffield a remarkable place to work.

Learn more [here](https://www.sheffield.ac.uk/jobs/uni/award-winning).

