

# WE'RE **RECRUITING**

Join the team at Denbighshire Leisure Ltd







## Swimming Instructor

Job reference:

Location: Various sites across  
Denbighshire

Salary: Grade 5

Hours: As advertised

Contract: Supply

Closing Date:

Interview Date:

### How to apply:

If you are interested in this vacancy, please apply on-line via the website [www.denbighshireleisure.co.uk](http://www.denbighshireleisure.co.uk). For alternative methods of applying please contact Denbighshire County Council Customer Services on 01824 706101.

Denbighshire Leisure Ltd. is a Council owned Trading Company Limited by Guarantee and as such application forms are administered by Denbighshire County Council. Candidates must complete our application form via the website to be considered. We regret that we are unable to reply to all applications. If you have not received a reply within three weeks of the closing date, you must assume that you have not been short listed for interview.

## Letter from the Managing Director

Hi, my name is Jamie Groves, and I am the Managing Director of Denbighshire Leisure Ltd. As you are interested in joining our Company, we thought you would like to know a little bit about us.



This is a truly exciting time to join Denbighshire Leisure Ltd, as we are a new Company with a well-established, passionate and driven team, who all have a culture of high performance and excellent customer service. Our past successes have led us to where we are today, with a reputation for great experiences in all our facilities and a team who thrive on the customer having the best experiences possible.

*'Providing high quality, accessible leisure opportunities which attract high levels of participation and improve the wellbeing of our residents and visitors'*

Our commitment to providing customers with the highest standard of facilities continues year on year, and this rolling programme of investment into our facilities has led to a well-deserved reputation for providing residents and visitors with sport, fitness and leisure facilities that compare with the very best of the private sector. Our seven Leisure Centres offer top class gym equipment and a wide variety of fitness classes. Across the county, we also have six swimming pools, as well as sports halls and outdoor all weather pitches.

For those looking for a fun day out, we have SC2 water park with Ninja TAG in Rhyl, the Nova – our premium visitor destination in Prestatyn, and North Wales Bowls Centre. We also offer fine dining and cocktails in the 1891 Restaurant and Bar in Rhyl or pizza and a drink in the sunshine at the Beach Hut in Prestatyn. For those with an interest in the arts, you might like to pay a visit to Ruthin Craft Centre, the Centre for the Applied Arts with three galleries showing the best in national and international contemporary applied art. Our busy Active Communities team have a wealth of experience in their own sectors, and together they combine their skills to offer a varied programme of high quality, inclusive leisure opportunities. Everyone is committed to providing an excellent service to all our customers, so whether it's hosting a birthday party or helping someone improve their health and fitness, we are happy to help.

Our success is down to our staff, and we have a great team and ethic at Denbighshire Leisure Ltd. We offer a wide range of opportunities for training and career progression, and work hard to ensure our staff are happy in their chosen roles. If you are also passionate about providing excellent service, are friendly and approachable, with a desire to help both colleagues and customers, then you'll fit right in.

We look forward to receiving your application.



## Denbighshire Leisure Ltd.

Denbighshire Leisure Ltd. is committed to Equal Opportunities and its Welsh Language Standards. We welcome applications in the Welsh Language and application forms received in the Welsh Language will not be treated less favourably than an application form submitted in English.

The Denbighshire Leisure team are a well-established, passionate and driven team, with a culture of high performance and excellent customer service. Our past successes have led us to where we are today, with an excellent reputation in all our facilities, and a hard working team who thrive on the customer having the best experiences possible.

We expect our staff to be committed to;

- Providing an excellent standard of service at all times
- Their own self development and the development of our business
- Working flexibly across sites where needed
- Supporting team working, supporting their colleagues and our customers

Our workforce is of utmost importance to us and we are committed to supporting staff to achieve a positive work-life balance. All employees of Denbighshire Leisure Ltd. are entitled to a variety of benefits, including discounted gym membership, personal and professional learning and development opportunities, generous annual leave allowances (with the opportunity to purchase more) and support for applications for career breaks and secondments.

Our People | Our Business | Our Community



## Job Description

**Job Title:** Swimming Instructor

**Grade:** 5

**Company:** Denbighshire Leisure Ltd.

**Service:** Leisure

**Responsible to:** Duty Officer/Commercial Manager

**Job ID Number / Date Issued:**

### Job Purpose:

To deliver Denbighshire Leisure's Learn to Swim Scheme and School Swimming programme, always ensuring high standard of teaching, learning and skill development alongside current good practice. Post holder will be responsible for the organisation, safety and delivery of swimming classes to children from age 3+. Also responsible for up to date and accurate electronic and paper records and statistics.

### Principal Accountabilities and Responsibilities:

To provide an enjoyable, effective and high quality learning experience for swimmers of all abilities, ensuring a professional approach at all times.

To successfully teach swimming to children and adults in accordance with the National Teaching Plan / Denbighshire Learn to Swim programme.

To deliver Swimming Lessons as per the current National Curriculum guidelines to School pupils.

To maintain up-to-date attendance and accurate records of swimmers progress in the swimming programme using the electronic data systems as well as paper records as required.

To examine / assess candidates as per the swimming programme awards scheme ensuring the appropriate standards are met.

To comply with the Leisure Centre Normal Operating Procedures and Emergency Action Plans, attend any necessary training sessions to maintain your skills and be responsible for the safety of all swimmers,

To work towards and then maintain a current accreditation / licence to ensure that your skills are kept up to date and relevant, attending regular CPD courses as required.

To participate actively in supporting the principles and practice of equality of opportunity as laid down in the company's Equal Opportunity Policy.





## Principal Accountabilities and Responsibilities:

To take reasonable care for the health and safety of yourself and other persons who may be affected by your acts and to comply with all health and safety legislation as appropriate.

To attend Leisure Centre or Group Swimming Teachers meeting periodically as required.

To assist in the organisation, co-ordination and delivery of School Swimming galas.

To be smartly dressed to portray a positive image of Denbighshire Leisure Ltd, wearing the uniform provided at all times whilst on duty.

To undertake any other duties deemed reasonable by the management team to ensure the highest level of consistent service delivery.

Demonstrate a flexible approach to the duties and responsibilities of the post, which may include evening and weekend work.

## Resources/Equipment/Material

I-Pods - for recording information via the On Course swim management portal.



## **Knowledge, Skills, Training and Experience**

The post-holder should possess a Level 2 Swimming Teaching qualification and have previous experience of dealing with customers in a service environment. The ability to handle telephone enquiries courteously and efficiently is of vital importance.

Whilst not essential the ability to communicate in the Welsh Language is desirable.

Coaching and instructing skills are perceived as a necessary requirement for this post.

## **Special Working Conditions**

Class sizes vary according from 1 - 20 per class / group.

## **Employment Checks/Specific Requirements**

Enhanced DBS check required.

## **Safeguarding Statement**

Denbighshire Leisure Ltd recognises its obligations to safeguard children and adults together with preventing slavery and human trafficking and will do all in its power to prevent slavery and human trafficking within its business. Modern slavery can take many forms including the trafficking of people, forced labour, servitude and slavery.

Safeguarding is everyone's business and all Denbighshire Leisure employees are required to work in accordance with the organisation's Child / Adult Safeguarding policies and procedures and have a duty to report any concerns which may be noted during the course of their duties and are asked to be alert to the signs of exploitation. Concerns should be raised via their Designated Safeguarding Manager in order that the organisation can take prompt action when exploitation is identified.

## **Context**

The post holder should possess enthusiasm for the swimming programme, and be friendly and courteous at all times. Ideally, you should have previous experience of instructing / coaching activities in a class situation. Whilst not essential, the ability to communicate via the Welsh language is desirable. The post holder will be based at one of Denbighshire Leisure's Centres or other facilities, but due to the nature of the post it may be necessary to assist with the swimming programme at other centres.



# Person Specification

The Person Specification sets out the skills, knowledge and experience that are considered to be necessary to carry out the duties of the post effectively. It will be used in the short-listing and interview process for this post. You should demonstrate on your application form how you meet these criteria as you will only be shortlisted if you meet all of the essential criteria (and desirable criteria where applicable).

**Post title:** Swimming Instructor

**Company:** Denbighshire Leisure Ltd

**Grade:** 5

Criteria	Essential	Desirable	Method of Assessment
Education and qualifications	Level 2 Swimming Teaching qualification	Level 1 / 2 instruction qualification.  Membership of relevant Aquatic/Governing Body Coaching Award Scheme appropriate to the level for instruction essential for the post.	Application form
Relevant experience	Good working knowledge of the aquatics learning pathway with relation to water based activities, along with developments in the group / class environment.		Application form  Interview



Criteria	Essential	Desirable	Method of Assessment
Relevant experience	<p>Experience of examining and assessing candidates</p> <p>Attended ongoing, regular CPD courses</p>		<p>Application form</p> <p>Interview</p>
Job Related Knowledge and Skills	<p>Ability to plan and organise appropriate lesson programmes.</p> <p>Oral communication skills.</p> <p>Written communication skills.</p> <p>Ability to think independently and work on own initiative.</p> <p>Well organised / prepared to motivate and teach individuals and groups.</p> <p>Must be alert and aware of signs of distress.</p>		<p>Application form</p> <p>Interview</p>



Criteria	Essential	Desirable	Method of Assessment
Personal Qualities	<p>Enthusiastic, capable of demonstrating excellent interpersonal and motivational skills.</p> <p>Maintain a physical condition appropriate to the teaching of groups / classes.</p> <p>Ability to work in a team.</p>		<p>Application form</p> <p>Interview</p>
Other requirements	<p>Flexible in terms of location.</p> <p>Empathy with the Welsh Language and Culture</p>	Fluent in Welsh language	<p>Application form</p> <p>Interview</p>



**Thank you for your interest.**

For more information please contact Commercial Managers, Ian Olson on [ian.olson@denbighshireleisure.co.uk](mailto:ian.olson@denbighshireleisure.co.uk), 01824 712375 or Steve Baldwin on [steven.baldwin@denbighshireleisure.co.uk](mailto:steven.baldwin@denbighshireleisure.co.uk), 01824 712378



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Denbighshire Leisure Ltd

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