



YORK CITY BATHS CLUB

Incorporating
York City Swimming Club (Founded 1882)
York Baths Club (Founded 1937)
Amalgamated 1951



TEACHING COORDINATOR **JOB DESCRIPTION**

The Executive Committee is looking to appoint a paid Service Provider to fulfil the role of York City Baths Club Teaching Coordinator.

Main Duties

- To ensure the safe and smooth running of the YCBC learn to swim teaching section.
- Develop the teaching programme in line with ASA national plan for swimming.
- Plan and organise cover for each of the teaching sessions, currently:
 - Tuesday - The Mount School – 6.00pm - 7.30pm
 - Thursday - St Peters School – 6.00pm - 7.30pm
 - Friday - New Earswick Swimming Pool - 4.30pm – 6.00pm
 - Sunday - St Peters School – 9.00am - 10.30am
- Engage ongoing volunteer swimming teachers and poolside helpers.
- To attend all teaching sessions on a regular basis (provide teaching cover as appropriate).
- To coordinate and oversee swimmer movements in the teaching section.
- To act as a main point of contact for volunteers within the club.
- To act as a consistent point of contact for parents of swimmers in the teaching section.
- Coordinate the sprints programme for the teaching section.
- To be an ambassador for York City Baths Club.

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TEACHING COORDINATOR, JOB DESCRIPTION (continued)

Workforce Coordination

- Coordinate the volunteer workforce to ensure teaching provision is planned and organised to achieve an effective and safe learning environment.
- To be responsible for leading the identification, induction, and support of all volunteers in association with others.
- To build effective relationships with all volunteers.
- To coordinate a workforce development plan and help organise training as appropriate.
- To establish and manage a volunteer recognition programme within the club.

Learn to Swim Programme

- To ensure lessons run to the planned schedule.
- To coordinate and lead the volunteer swimming teaching team to deliver a consistent, professional and safe timetable of lessons.
- To ensure that the swimming pool is set up effectively and safely in preparation for swimming lessons:
 - To ensure the facility pool is fit to use and to follow the reporting processes as necessary.
 - To ensure all volunteers check equipment is safe and ready for use.
 - To ensure after each class all equipment is stored safely and correctly and is fit to use for future users.
 - Ensure swimmers are using equipment in a safe, responsible manner and diplomatically, but firmly, dealing with any misuse of equipment.
 - Dealing with incidents, injuries and emergencies, completing all relevant documentation and processing it.
 - To ensure all volunteers adhere to the health and safety requirements and procedures of the swimming pool providers.
 - To support swimming teachers in enforcing the club codes of conduct.
 - To ensure safety and enjoyment of all participants.
 - To complete the necessary tasks laid out in the 'Normal Operating Procedures' manual.

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TEACHING COORDINATOR, JOB DESCRIPTION (continued)

- To ensure faults are reported and repairs monitored and recorded.
- Ensure best practice is delivered in line with Safeguarding and Protecting Children.
- Mentor Volunteers and develop L1/L2 Teachers to develop their experience and knowledge to deliver an effective teaching provision.
- To ensure registers are managed effectively and communications to the Secretary and Treasurer are timely.
- To liaise with swimming teachers over matters of ability grouping and decision making with regard to participant safety and progression.
- To communicate with parents and teachers in a tactful and courteous way.
- The individual must be able to react with good judgement to parent/volunteer enquiries and complaints, referring when necessary.
- To liaise with the Head Coach over the development of sessions and programs, attending participation meetings where necessary.
- To liaise with the Head Coach and Development Squad Coach regarding the progression and movement of swimmers into the competitive training section of the Club.
- Review equipment needs and provide recommendations renewal/replacement within budget constraints.

Person Specification

- Candidates will require a DBS check.

Qualifications

- Ideally UKCC Level 2 Teaching Aquatics certified (or equivalent).
- National Rescue Award for Swimming Teachers and Coach or National Pool Lifeguard Qualification.
- Safeguarding and Protecting Children certificate.
- First aid knowledge/qualification.
- Up to date record of CPD and a positive attitude towards it.

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Knowledge

- Knowledge of ASA national plan for teaching swimming.
- Knowledge of aquatic health and safety as related to the facility being used.
- An in-depth understanding of teaching styles and practical delivery.
- Knowledge of Long term Athlete Development at fundamentals and swim skills stages.
- Knowledge/understanding of equity and diversity related to swimming.
- Good all-round knowledge of competitive swimming.

Skills

- L1 Teachers and L2 Teachers Experience.
- Teaching, training, mentoring and influencing skills.
- Excellent communication, interpersonal and organisational skills.
- Ability and track record of working as part of a busy team and working effectively under pressure to tight deadlines.
- Ability to identify areas of improvement and apply teaching practices appropriate to ability.
- Ability to effectively support Swimming Teachers working within the swimming program.
- Ability to adapt communication styles to suit specific types of learners.
- Energy, commitment and enthusiasm to work evenings and weekends as required.
- Effective problem solving and decision-making skills.
- Proven track record of working within a 'learn to swim' program.
- Proven track record of punctuality and approachability.
- Some experience of successfully leading volunteers.