

Dear Applicant

**Re: Request for Application Pack**

Thank you for your enquiry in response to our recent advertisement.

I am pleased to enclose your application pack. The job description and person specification outline the main responsibilities of the post and the skills, experience and knowledge, which we are looking for in the postholder.

This job is classified as having access to children or vulnerable adults. If your application is successful, we will check your suitability with the Criminal Records Bureau. They will carry out an Enhanced check and use information held on the Police National Computer, lists maintained by Government Departments and information from individual Police Forces. Having a criminal record may not be a bar to being employed by the Trust.

To ensure that your application will be considered, please return your completed form by the closing date.

Thank you for the interest that you have shown in working for Tameside Sports Trust.

Yours faithfully

Human Resource Section

## **SWIMMING INSTRUCTORS**

£7.35—£7.71 per hour

Please quote TST 354

You will be responsible for delivering school swimming lessons and/or private swimming lessons as part of the swimming instruction programme.

Additionally, you will assist with life-saving instruction (including staff training), the planning and scheduling of the swimming instruction programme and the maintenance of records.

As a minimum requirement, you will hold the ASA Swimming Teachers Certificate Level 1 and preferably a current RLSS Pool Lifeguard Foundation Module (7th) Edition. You will also hold the ASA Swimming Teachers Certificate Level 2 or obtain it within 6 months.

Experience of class organisation and control together with confidence in dealing with adults and children is essential. Strong communication skills and customer relations plus the ability to work on your own initiative and motivate others are essential.

Possession of any of the following would be desirable: ASA Tutor Certificate, RLSS Trainer Assessor and ASA Synchronised/Disabilities/Adult and Child/ Aquafit qualifications.

Closing date: Please return your application form as soon as possible.

**Applications are particularly welcomed from Afro/Caribbean/Asian people and from disabled people who are currently under-represented in this area of the Trust.**

## **CONDITIONS OF EMPLOYMENT**

### **CASUAL SWIMMING INSTRUCTOR**

- Salary:** £7.35 - £7.71 per hour, paid monthly on the 15<sup>th</sup> of the Month.
- Hours of Work:** Mainly evenings and weekends.
- Location:** Denton Pools, Victoria Street, Denton  
Dukinfield Pool, Birch Lane, Dukinfield  
The Copley Centre, Huddersfield Road, Stalybridge  
Ashton Pools, Water Street, Ashton-under-Lyne  
Medlock Leisure Centre, Garden Fold Way, Droylsden
- Holidays:** 4.4 weeks for a full holiday year (i.e. 1<sup>st</sup> April to 31<sup>st</sup> March).
- Union Membership:** The Sports Trust has a Union Membership Agreement with the appropriate Trade Union (s) covering the occupation to which your application relates. Further details can be obtained from the officer responsible for your appointment.
- Medical Fitness:** Confirmation of medical fitness is a condition of employment. A medical examination is arranged with the Occupational Health Physician.

Successful candidates will be required to apply for an Enhanced Disclosure from the Criminal Records Bureau.

Tameside Sports Trust has a No Smoking Policy

**TAMESIDE SPORTS TRUST**  
**JOB DESCRIPTION**

**JOB DESIGNATION:** SWIMMING INSTRUCTOR

**DATE:** April 1998

**POST OBJECTIVE:** To provide swimming instruction to children and adults as part of the schools swimming timetable and/or as part of the services to the general public.

**DUTIES:**

1. To instruct school children as part of the education swimming timetable.
2. To instruct groups of adults and children who have booked private lessons.
3. To assist with life saving instruction.
4. To assist with the organisation and instruction at special events or development initiatives.
5. To assist in the planning and scheduling of the swimming instruction timetable and programme.
6. To maintain records of instruction as required.
7. To ensure safe teaching practices at all times and the safe working condition of all safety apparatus and sports equipment.
8. To undertake appropriate training/re-training as required and to assist in the staff in-service training programme.
9. To carry out such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

**TAMESIDE SPORTS TRUST**  
**PERSONNEL SPECIFICATION**

Designation: CASUAL SWIM INSTRUCTOR

Post No (s) \_\_\_\_\_

<u>Personal requirements of a successful postholder</u>		<u>Category</u>	<u>Method of Assessment</u>
1.	Educational Standard/Qualifications/Membership of Professional Institutions (indicate grade)		
	ASA TEACHERS CERTIFICATE LEVEL 1	E	A/I
	ASA TEACHERS CERTIFICATE LEVEL 2	D	A/I
	RLSS POOL LIFEGUARD FOUNDATION MODULE (6/7 <sup>TH</sup> EDITION)	D	A/I
	RLSS TRAINER ASSESSOR – POOL LIFEGUARD	D	A/I
	ASA TUTOR	D	A/I
	ASA SYNCHRONISED/DISABLED/ADULT & CHILD/AQUA FIT	D	A/I
2.	Experience		
	DEALING WITH THE PUBLIC/CUSTOMER RELATIONS	E	A/I
	CLASS INSTRUCTION/ORGANISATION /CONTROL	E	A/I
	ADMINISTRATIVE PROCEDURES	D	A/I
	MARKETING	D	A/I
3.	Skills		
	COMMUNICATION – ORAL/WRITTEN	E	A/I
	PRESENTATION SKILLS	E	A/I
	CUSTOMER RELATIONS	E	A/I
	ASSESSMENT/DEVELOPMENT SKILLS	D	A/I
	CAPABLE OF WORKING ON OWN INITIATIVE AND AS A TEAM	E	A/I
	MOTIVATIONAL SKILLS	E	A/I
	CONFIDENT/PERSONABLE/PRESENTABLE	E	I
	GROUP WORK SKILLS	D	A/I
	ADAPTABLE/FLEXIBLE	E	I

	<u>Category</u>	<u>Method of Assessment</u>
4. Knowledge		
OPERATION OF FITNESS SUITE	E	A/I
CUSTOMER CARE	E	I
HEALTH & SAFETY PROCEDURES	D	I
SECURITY PROCEDURES	D	I
OPERATION OF LIFE SAVING EQUIPMENT	D	A/I
CLEANING ROUTINES/TECHNIQUES	D	I
5. Work Related Circumstances		
WILLINGNESS TO WORK UNSOCIABLE HOURS	E	I
6. Equality		
A GOOD UNDERSTANDING OF THE EQUAL OPPORTUNITIES POLICY	E	I

**For Information:**

Category

- (E) Essential Requirement without which the candidate would be unable to carry out the duties of the post.
- (D) Desirable Features which would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, training, experience, etc.

Method of Assessment

- (A) To be assessed from information provided on the application form.
- (I) To be assessed at Interview.
- (T) To be assessed by Selection Test.

\* To training/qualifications identified above must be undertaken and obtained during the first 6 months of employment.

# Tameside Sports Trust

## Equal Opportunities & Diversity Policy Statement

### THE POLICY

Tameside Sports Trust is striving to be an effective Equal Opportunities Employer. The purpose of this policy is to provide opportunities to all in employment irrespective of gender, race, ethnic origin, disability, age, nationality, national origin, sexuality, religion, marital status and social class. We oppose all forms of unlawful and unfair discrimination.

All employees, whether part time, full time, temporary or casual will be treated fairly and equally. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

### COMMITMENT

The policy will be implemented within the framework of relevant legislation which includes:

- Equal Pay Act 1970 (Equal Value Amendment 1984)
  - Rehabilitation of Offenders Act 1974
- Sex Discrimination Act 1975 (Gender Reassignment Regulations 1999) (Indirect Discrimination & Burden of Proof Regulations 2001)
  - Race Relations Act 1976 (Race Relations Amendment Act 2000)
    - Disability Discrimination Act 1995
    - The Protection from Harassment Act 1997
      - Human Rights Act 1998
      - Employment Rights Act 1996
  - The Disclosure of Criminal Backgrounds Regulations 1988
    - The Asylum and Immigration Act 1996
      - Data Protection Act 1998
      - Public Interest Disclosure Act 1998
  - Employment Equality (Sexual Orientation) Regulations 2003
  - Employment Equality (Religion or Belief) Regulations 2003
    - Employment Equality (Age) Regulations 2006
      - Civil Partnership Act 2004
      - Work and Families Act 2006

Every employee is entitled to a working environment which promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.

The commitment to equal opportunities and diversity in the workplace is good management practice and makes sound business sense. The principles and practices outlined in this policy will also extend to our partners and our customers in relation to the services we provide to the equal treatment of members of the public and equal opportunities with regard to the use of the facilities.

As employers we are liable for our employees' discrimination, both in terms of other employees, applicants and members of the public, if this occurs in the course of their employment. In order to pre-empt this it is necessary to make all employees aware of the policy and to take action to prevent discrimination at all levels. As such, no member of the public should be treated less favourably on the grounds of gender, race, ethnic origin, disability, age, nationality, national origin, sexuality, religion, marital status or social class.

### PUTTING THE POLICY INTO PRACTICE

This statement is given to all employees and applicants. All staff on interview panels are trained on equal opportunities issues. Job applicants are encouraged from under represented groups. Adaptations will be provided where appropriate to meet the needs of disabled employees.

### THE POLICY AND YOU

All employees are responsible for implementing the Trust's equal opportunities policies. It is important that all individuals who are employed by the Trust appreciate they have responsibility and a role to play in the provision of equal opportunities.

Providing Sport, Leisure and Recreation Opportunities in Tameside  
in Partnership with

