



Cults Otters Amateur Swimming Club

Job Description: Learn to Swim Coordinator – Teaching Wet side

Accountable to: Otters Management Steering Committee

Responsible to: LTS Co-ordinator - Administrator / Training

Recommended Qualifications

ASA Teachers Certificate Level Two
Provisional or full licence from Scottish Swimming
Disclosure Scotland Checked
Child Protection Course
National Rescue Test Certificate
IOS Insurance

Skills Required:

- Sound organisational skills.
- Ability to communicate with effectiveness, via email, telephone and face to face
- Team working

Aims

- Creation and maintenance of an environment in Cults otters LTS that will promote the teaching and learning of swimming among beginners and facilitate the development of swimmer skills to the benefit of the children involved and swimming in general.
- Teaching of beginners to feel at ease in the water and develop sound basic techniques that can be built upon in the process of developing the potential of swimmers.
- Provision of high quality teaching programmes and leadership of the teaching team.
- Provision of clear, progressive and accessible development pathways for swimmers and teachers of all abilities

MAIN DUTIES

Organisation

- Planning, organizing, and implementing a comprehensive Learn to Swim program, Syllabus Aqua 1 - 5.
- The LTS coordinator will monitor the management of the swimming lesson program and assist as a teacher for the program, whilst in parallel supervises the less experienced teachers



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Management of Teachers

- Arrange cover for all teachers / Assistants that need time off.
- Ensure Teaching / Assistant personnel to be in attendance in the right place at the right time for timetabled pool and other sessions.
- Interviewing and selection of candidates for Teacher / Assistant positions.
- Supporting and supervision of level 1 teachers
- Organisation of Teacher meetings (1 per term).
- Evaluates performance of Teachers and takes corrective actions as needed.
- Ensure that all teacher are aware of the emergency action plan for the pool that they are working at.
- Carry out spot checks on teachers / assistants on a regular basis.

Communication

- Attendance at the monthly LTS Meeting and other adhoc meetings (on request)
- Ensure a smooth transition between Otters LTS program and Otters Junior Coaching squads through the arrangement of bridging sessions (Otter Cubs).

Time Commitment:

- 2 hours per week
- To be reviewed on a regular basis

Remuneration

- £14.00 per hour
- LTS Co-ordinators are self employed and responsible for their own Tax and National Insurance

Signatures:

LTS Coordinator Teaching Wet Side _____ Date: _____

LTS Coordinator Administrator / Training _____ Date: _____

Chairperson _____ Date: _____