

# bhlive

<b>Post Title:</b>	<b>Location Base:</b>	<b>Reporting To:</b>
Baby and Toddler Swimming Teacher	Various positions available across BH Live Active – Bournemouth, Poole and Portsmouth sites	Senior Swimming Coordinator

## About BH Live

BH Live is a leading operator of leisure and event venues – a registered charity and social enterprise. Our vision is to create sustainable and inspiring opportunities, deliver great experiences for our communities and improve health and well-being.

**[bhlive.org.uk](http://bhlive.org.uk)**

## Summary of role

To provide a safe, effective, motivational and enjoyable exercise environment, ensuring the safety and welfare of all the participants within the class. Assist in the provision of a high quality, customer orientated service.

**BH Live is committed to safeguarding and promoting the welfare of children and vulnerable adults. Rigorous checks will be made of the successful applicant's background credentials, including referencing, an enhanced DBS checks and an online search.**

## Key Responsibilities

- To teach swimming following the Swim England National Framework.
- To complete group records of achievement for each class and take register at the beginning of a lesson.
- Arrive on poolside 5 minutes before lessons start, commence and finish the class at the programmed time.
- To collect all required equipment from the designated store area prior to the class commencing.
- During a pupil's first lesson, screen the pupil to ensure they are correctly placed.
- To provide a safe, informative, fun and productive lesson.
- To ensure all pupils leave the pool teaching area before the teacher leaves.
- To store all equipment used during lessons in the designated store area in a safe and tidy manner.
- Assess pupils against the Swim England National Plan for Teaching Swimming and record assessments on tablets.
- Following site procedure, carry out pupil class transfer as required.
- Sign and complete certificates when required.
- Inform the Senior Swimming Academy Co-ordinator of any issues regarding pupil problems.
- Inform the Senior Swimming Academy Co-ordinator or Duty Manager of any damaged or required equipment.
- To attend two swimming teacher meetings each year.

- To attend a minimum of two training sessions a year (agreed with the Senior Swimming Academy Co-ordinator).
- To adhere at all times with Health and Safety requirements necessary whilst carrying out duties of the post.
- Be fully aware of the Centre's Normal Operating Procedures and Emergency Action Procedures.
- Customers – Face to face, Recreational Supervisors, Managerial staff, Swimming Academy Co-ordinator, Childrens Programme Team.

### Skills and Experience

Details	Criteria
Experience of teaching pupils of all abilities	Desirable
Practical experience of instructing groups	Essential
Knowledge of the leisure industry	Essential
Ability to multi-task	Essential
Positive and motivational and assertive	Essential
Excellent communicator at all levels	Essential
Able to work unsocial hours	Essential
Passion to provide excellent customer service	Essential

### Qualifications

Details	Criteria
ASA Level 2 Teacher - Aquatics	Essential
NARS - NPLQ	Desirable
First Aid at Work	Desirable
CPD or relevant qualifications required to teach the Pre-School Programme	Essential
Swim England Level 2 or STA Level 2 Certificate (Full)	Essential
SEQ Level 2 Teaching Swimming to Babies and Toddlers	Essential

**Roles and responsibilities will evolve and change over time.**

**Owner: HR**

**Date updated/date effective from: May 2025**