



## Swimming Academy Manager

### OVERVIEW

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We are looking to recruit a suitably qualified, enthusiastic, and energetic Swimming Academy Manager who is able to lead and manage the provision for extra circular swimming at Westonbirt School. The swimming academy manager is responsible for the day-to-day planning and delivery of the academy lessons, their time will be split between teaching, oversight of other teachers and administrative duties as detailed below.

### RESPONSIBILITIES

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- To be responsible for the successful running of the Swimming Academy. This will involve all administration including enrolment, class programming and staffing
- To be responsible for teacher recruitment for the Swimming Academy, in accordance with the School's Safer Recruitment Policy and in conjunction with the HR Officer
- To line manage the Swimming Academy team including training and development, as well as responsibility for organising staff rotas
- To be responsible for ensuring an excellent level of teaching is delivered to customers; that is exciting and engaging activities and lessons are being delivered at all times by leading the Swimming Academy team to achieve a high standard
- To be responsible for developing creative and innovative classes following the Swim England Learn to Swim framework
- Provide a safe and enjoyable environment for all members within the pool and surrounding areas
- To be able to develop and implement successful methods of communication across the wider Sports Centre team and between your team members and parents
- In conjunction with the schools marketing team, develop internal and external marketing strategies for the swimming academy
- To continue to support partnerships with Swim England and approved training providers to successfully deliver a range of swimming teaching courses and CPD's
- Manage the Swimming Academy budget, ensuring all financial targets are achieved, as agreed with the Finance Director
- Ensure that all equipment and supplies are in safe working order at all times and that adequate quantities available
- To work as part of the Westonbirt Leisure team
- To work alongside the school and holiday club staff to assist with delivery of swimming for pupils and customers
- Identify and Develop additional opportunities for revenue growth including outside term time
- Adhere to on-going Sports Centre policies, procedures and systems
- Provide a safe and secure environment for customers, colleagues and others
- Understand, and apply whenever necessary, the Sports Centre Emergency Action Plan, including procedures in respect of COSHH, RIDDOR, accidents/incidents and evacuation
- Ensure that a high level of customer service is maintained at all times
- Demonstrate and develop an attitude of positive customer relations
- Promote, wherever possible and to all potential customers, the facilities and activities of the Sports Centre
- To carry out other reasonable duties as requested by the Finance Director

- To attend INSET days and participate in training and other learning activities as required.
- To be familiar with, and work within, the required Health and Safety standards as laid out in the School's policies.

## **PERSON SPECIFICATION**

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- Swim England Level 2 Qualification.
- RLSS National Pool Lifeguard Qualification
- Track record of successful teaching
- Experience in a swimming management/coordinator role
- Experience of problem solving, customer service and staff management
- An understanding of identifying staff training and development requirements and identifying development opportunities
- A high awareness of industry developments, new activities, trends and research.
- Commercial awareness which translates into contributing to a successful and financially viable operation
- Flexible approach to working hours
- Excellent Communication Skills with the strength or character to be assertive

## **TERMS AND CONDITIONS**

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40 hours per week, 5 day out of 7. Flexible working hours that suit the requirements of the business and the needs of the swim academy.