



## **DIRECTOR OF TEACHING**

### Role Description

The main purpose of the role is to oversee the teaching activities of the club and ensure it's smooth operation. The Director of Teaching will be the main point of contact for teachers.

### Required Training

- Ideally be qualified to UKCC Level 3.
- Have undertaken ASA/ScUK Child Protection workshop.

### Required Skills

- Ability to work creatively and co-operatively with others.
- Excellent communication skills.
- Ability to motivate Swimmers and Volunteers.
- Have thorough knowledge of the club's activities and it's history.
- Show the relevant level of technical knowledge.
- Good time management, ability to use time efficiently and effectively.
- Extensive knowledge of the rules/laws of the sport.
- Have a confident disposition.
- Be aware of the ASA NPTS.

The following are deemed to be essential items for a Director of Teaching to have in order to do their role:

- Use of a computer and email address to produce letters, emails, reports, and to store and record information.
- Filing system to record data relevant to the role.
- Notebooks to record information.
- Annual diary.
- Club headed stationery.
- CRB forms for completion by club staff and volunteers.
- Telephone with access to an answer phone facility.

## Main Duties

- Develop and update, after consultation with the other teachers, a forward training programme for all of the groups.
- Allocate water time to the groups after consultation with the club committee.
- Allocate swimmers to groups after consultation with the teachers.
- Deliver the clubs teaching programme in conjunction with the Teaching Team.
- Seek out and identify appropriate education courses for all teachers.
- Ensure that training schedules are prepared for all groups.
- Ensure that there is adequate staff allocated to each of the groups at every session.
- Arrange and Chair regular meetings for teachers.
- Attend to other such "general" duties associated with the post of Director of Teaching.
- Induct new teachers.
- Regularly liaise with the waiting list co-ordinator.
- Ensure that all Teachers are aware of and understand the facility Emergency Action Plan and Normal Operating Procedures (EAP & NOP).
- To follow and promote the ASA Child Protection policy.

## Declaration

I hereby agree to the content of this role description.

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|---------------------------------|--|
| Signed by Director of Teaching: |  |
| Signed by Committee:            |  |