



Job Description

Head teacher

Role

To manage the successful operation of the Swim School

Required qualifications

Level 2 Teachers qualification and ideally a valid NPLQ

Required attributes.

To possess the appropriate level of technical knowledge, have an ability to motivate performers and volunteers, be able to communicate effectively and demonstrate a high level of self commitment with good time management

Main Duties

- To plan and deliver teaching sessions appropriate to the ability of the swimmers in conjunction with other teaching staff.
- To manage registers for each swim session and recording swimmers performances.
- Provide Treasurer with documentation regarding payments and class availability.
- To manage swim school sessions to ensure all classes are covered.
- To keep the swimmers and their parents/guardians updated with their progress. ?
- To assist coach in selection of competitors in galas.
- Ensure that up to date records are held of swimmers' medical conditions and emergency contact numbers.
- Ensure that all persons are treated equally and that compliance to the ASA Code of Ethics is maintained at all times.
- To abide by the policies of the club, and to advise the committee of any policy which may require attention.
- Ensure that all qualifications remain valid and that a programme for Continuous Professional development is maintained.
- Be aware of and understand the facility, the Normal Operating Procedures (NOP) and the Emergency Operating Procedures (EOP) at all pools used.
- Liaise with the relevant officers of the club on any issues that need addressing.
- To follow and promote the ASA Child Protection policy.
- Organise Distance Nights and Club Championships.



Job Description

- Manage ELML selection and gala participation.
 - Assist in development and management of teacher training.
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Signed	Date.....
Chairman	Date.....