



# Edinburgh Leisure

Dear Applicant

POST: SWIM TEACHERS (VARIOUS LOCATIONS AND HOURS AVAILABLE)  
CLOSING DATE: OPEN

As requested, please find enclosed an Application Form and Information Pack for the above vacancy.

You will find the following enclosed:

- Edinburgh Leisure application pack and monitoring forms
- Information on Edinburgh Leisure and our conditions of employment
- Job Outline

You must complete the Application Form and Recruitment Monitoring form as soon as possible and return them, no later than the closing date, to:

Recruitment  
Edinburgh Leisure  
54 Nicolson Street  
EDINBURGH  
EH8 9DT

Please be aware that your application form will only be acknowledged on receipt of a stamped self-addressed envelope, however, you will be informed in writing, wherever possible within 4 weeks of the closing date, of the outcome of your application.

Due to the change in postal rates the size and weight of your envelope will affect the cost of return postage. To send it back to us in an A4 envelope you will need to ensure the correct postage is paid. **Your application will not reach us unless you pay the correct postage.**

Thank you for the interest you have shown in working for Edinburgh Leisure.

Yours faithfully

Human Resources Section

Job Outline: Band 2

Job Title: Swimming Teacher

### Band Competency Definitions

The behaviours needed to perform your job effectively. Competencies describe how you do your job.

#### Communication

The ability to convey and receive messages verbally, non-verbally and written, in a positive and effective way.

#### Team Work

This is about how individuals behave toward other people and how this can impact on the dynamics and success of each team that they are part of. Leading and developing teams are within the Development competency.

#### Problem Solving & Decision Making

The ability to identify, research, analyse and resolve problems and make informed and effective decisions to enable Edinburgh Leisure to deliver great customer service.

#### Creativity & Innovation

The ability to formulate new ideas or to adapt, or to use existing ideas, in a new or unexpected way. Always looks for new and different ways to do what we do better.

#### Achievement

This about achieving what we set out to do.

#### Development

Working to develop self and others

### Job Specific Skills

The skills needed to perform the tasks that are specific to your job. Job Specific Skills describe what you do in your job.

- To deliver the Learn to Swim scheme and the associated administration including the awards scheme
- To make appropriate decisions with regard to the ability levels of pupils and ensure progression of participants
- To feedback relevant information and deal with customer enquiries and issues which may arise
- To attend meetings and training as required by Edinburgh Leisure and/or Swimming Development
- To guide and support the development of teaching staff and colleagues and the swimming programme
- To ensure that Edinburgh Leisure's health and safety and child protection policies are adhered to
- To ensure that equipment is set up, maintained and stored in a safe manner
- To retain competence in rescue skills at all times

### Qualifications and Training

The qualifications and training you will be expected to complete in your employment with Edinburgh Leisure.

Edinburgh Leisure induction training

Site specific Operating & Emergency procedures

**Post Specific Qualifications and Training**

The qualifications and training necessary to undertake the duties of this post.

**Essential:**

\*ASA Level 1 Assistant Teacher of Swimming

**Desirable:**

\*ASA Level 2 Teacher of Swimming

A current \*RLSS National Pool Lifeguard Qualification, \*RLSS National Rescue Award or \*RLSS Bronze Medallion is desirable; however you must be able to gain a pool rescue award within the first week.

ASA Qualifications in other disciplines:

\*Adult & Child, \*AquaFit, \*Swimming for People with Disabilities, \*Diving, \*Synchro, \*Water Polo

\*RLSS Trainer/Assessor Qualification

\*Exercise to Music Qualification

\*Equivalent international qualifications should be accredited by the relevant UK Governing Body i.e. Amateur Swimming Association or Royal Life-Saving Society UK

Appointment is on condition of a satisfactory enhanced Disclosure Scotland Certificate which will be applied for prior to commencing employment with Edinburgh Leisure.



## CONDITIONS OF SERVICE (SUMMARY)

Post:	Swim Teachers
Venue	Various Locations (employees may be required to work at a different Edinburgh Leisure venue during their career with us)
Hours of Work:	Various hrs per week worked as agreed with manager
Other Requirements:	This post requires an Enhanced Disclosure Scotland check. Employment, if offered, will be subject to a medical check.
Payment Method:	Paid monthly, 3rd last working day
Annual Leave:	Up to 5 years service = 27 days (pro rata for part-time) Over 5 years service = 32 days Over 10 years service = 35 days
Public Holidays:	5 designated public holidays per year (pro rata for part-time)
Notice Period:	During probation period – 1 week, otherwise a minimum of four weeks, but will be detailed in any offer of employment
Pension:	Option to join Lothian Pension Fund; employee contribution 6%
Equal Opportunities:	Edinburgh Leisure is an Equal Opportunities Employer and considers applicants on their suitability for the post regardless of sex, race, religion, disability or sexual orientation
Sickness Allowance:	Employees with less than 6 months service get SSP (Statutory Sick Pay) only. Occupational Sick Pay is available to employees with more than 6 months service (when the sickness commences) and starts from 5 weeks Full pay/5 weeks Half pay and increases to a maximum of 26 weeks Full Pay/26 weeks Half Pay after five years service.
Standards of Presentation:	Edinburgh Leisure has strict standards of presentation, which staff are required to comply with. Uniforms are provided for the majority of posts and where provided these must be kept clean and well presented.
Disabled Candidates:	If you have a disability and need assistance in completing your application form, or if you are short listed and have special needs for the interview, please contact the Human Resources Section to discuss your needs.
Other Benefits:	Free access to all our facilities and non-bookable activities

Please note that this is a summary of Edinburgh Leisure's conditions of service. If you are successful at interview and are offered employment, the specific conditions that apply to you will be detailed in your contract.



## INFORMATION FOR ALL JOB APPLICANTS

### Evidence of Right to Work in the United Kingdom (UK)

As a result of the Asylum and Immigration Act 1996, Edinburgh Leisure now requires every employee to provide evidence of eligibility to work in the UK. This will be required from the successful candidate prior to the appointment being made. Please do not send documentation at this stage. There are a number of specified documents which you could provide, some of which are listed below. Only one is required;

- A passport describing the holder as a British Citizen
- A passport containing a Certificate of Entitlement issued by, or on behalf of the Government of the UK, certifying that the holder has the right of abode in the UK.
- A passport or national identity card issued by a State which is a party to the European Economic Area Agreement and which described the holder as a national of that state.
- A registration card which indicates that the holder is entitled to take employment in the UK.
- A birth certificate issued in the UK or in the Republic of Ireland, with documentary evidence of their National Insurance Number.
- A certificate of registration or naturalisation as a British citizen, with documentary evidence of their National Insurance Number.

### Disclosure Scotland

The successful candidate must have an appropriate level of certificate from Disclosure Scotland prior to starting their employment. The level of check required depends on the post applied for and the recruiting manager will advise of this and will arrange for the check to be carried out.

### Type of Contract

Edinburgh Leisure uses different contracts depending on our needs for a particular set of skills. Most of our posts are substantive and permanent, full-time or part-time, and most posts operate a shift pattern (which can be altered by Edinburgh Leisure to suit customer demand). Some permanent posts are used as relief posts and are not attached to a shift pattern, although shifts are agreed in advance. Where needed though we will use other contracts as detailed below;

*Temporary* – these will be for a specified period of time and are normally used to cover the absence of a permanent employee.

*Fixed Term* – these will be for a specific period of time for posts that are set up to deliver specific and unique projects, and will usually depend on some source of external funding.

*Seasonal* – these are temporary posts, used over our busier summer periods and to cover for annual leave of our permanent staff. These work flexibly, agreeing shifts 1-2 weeks in advance.

*Minimum Hours* – these contracts stipulate the minimum number of hours (usually 7.5 hours/week) that must be worked, averaged out each month. An agreed number of shifts will be offered in advance, and these contracts require a flexible approach, as they cover annual leave, training and sickness, so the available shifts will vary each week.

### Edinburgh Leisure

For more information about Edinburgh Leisure please visit our website [www.edinburghleisure.co.uk](http://www.edinburghleisure.co.uk). Please contact the Human Resources Sections on 0131 650 1001 if you require any other information about working for Edinburgh Leisure.