

**Newcastle-under-Lyme Borough Council**

**PERSON SPECIFICATION**

**Job Title:** Casual Swimming Teacher Level 2

**Grade:** Grade 5

**Post Ref:** Various

**Date:** April 2024

<b>FACTOR</b>	<b>ESSENTIAL</b>	<b>HOW ASSESSED</b>	<b>DESIRABLE</b>	<b>HOW ASSESSED</b>
<b>(1) Relevant Experience</b>	To have worked in a leisure facility / environment.	Interview/Application Form/References	Previous work experience in a pool environment Experience delivering swimming lessons. Capable of performing a customer services role.	Application Form/Interview/References
<b>(2) Formal Academic Qualification</b>			At least basic education standard.	Application Form/Certificate
<b>(3) Vocational Qualifications and Training</b>	RLSS NPLQ, NRASTC, Nationally Recognised Swimming Teacher Qualification at Level 2	Certificates	Defibrillator certificate. First Aid at Work	Certificate Certificate
<b>(4) Specialist Knowledge</b>				

<b>FACTOR</b>	<b>ESSENTIAL</b>	<b>HOW ASSESSED</b>	<b>DESIRABLE</b>	<b>HOW ASSESSED</b>
<b>(5) Special Working Conditions</b>	<p>Required to work evenings and weekends.</p> <p>All employees are required to comply with the Authority's No Smoking Policy.</p>	Interview		Interview

<b>(6) Core Competencies</b>	<b>DEFINITION</b>	<b>HOW ASSESSED</b>	<b>LEVEL OF COMPETENCY</b>
<b>Planning and Organising</b>	<p>2. Accepts constructive feedback and makes adjustments accordingly.</p> <p>3. Shows an awareness of how their actions affect others.</p> <p>5. Adapts and works effectively in different situations in order to carry out a variety of tasks, whilst remaining calm and level headed under pressure.</p>	Interview	<p>1</p> <p>1</p> <p>1</p>
<b>Continuous improvement</b>	<p>7. Awareness of own shortfalls and takes charge of personal development to keep skills up-to-date whilst developing knowledge within a particular area through learning.</p>	Interview	1
<b>Job Knowledge</b>	<p>10. Is well informed and educated in performing to the level expected for the job.</p>	Application Form/Interview	1

<b>(6) Core Competencies</b>	<b>DEFINITION</b>	<b>HOW ASSESSED</b>	<b>LEVEL OF COMPETENCY</b>
<b>Communication</b>	12. Communicates information clearly, accurately, positively and in a timely manner.	Interview	1
<b>Customer Service and Support</b>	17. Provides excellent service to external/internal customers by focusing on understanding and meeting customer needs. 19. Treats diverse range of customers with respect and understanding. 20. Responds to requests in a timely and courteous manner and always strives to represent a positive image of the Authority.	Interview	1
<b>Leadership/ Management</b>	35. Is aware of risk and uses this knowledge when making decisions.	Interview	1
<b>Change Management</b>	44. Demonstrates a continuous positive attitude whilst embracing change initiatives.	Interview	1
<b>Managing Performance</b>	49. Treats mistakes and problems as an opportunity for learning.	Interview	1

<b>(6) Core Competencies</b>	<b>DEFINITION</b>	<b>HOW ASSESSED</b>	<b>LEVEL OF COMPETENCY</b>
<b>Treating People Fairly</b>	53. Has the ability to demonstrate through behaviour and language, commitment to the council's Equal Opportunities Policy, both within the workplace and in service provision.	Interview	2
<b>Health &amp; Safety</b>	54. Demonstrates basic understanding of Health and Safety responsibilities within the workplace.	Interview	1