



ROLE ADVERT

ROLE TITLE: Swimming Instructor Level 1

POST ID: Abergavenny LALC031, Caldicot LCLC040, Chepstow LCH040
Monmouth LMLC020

GRADE: BAND D SCP 9 – SCP 13 £10.54 - £11.41p/h

HOURS: Variable, between 1 – 10 hours per week evenings and/or weekends

LOCATIONS: Abergavenny Leisure Centre, Caldicot Leisure Centre, Chepstow Leisure Centre, and Monmouth Leisure Centre.

PURPOSE OF POST:

To teach swimming and other aquatic disciplines to children and adults, to groups and individuals in accordance with the Welsh Learn to Swim Framework.

We are looking for energetic team members who are passionate and enthusiastic about swimming and can demonstrate a high quality service with excellent customer care skills.

Should you require any further information regarding this post, please contact: Natalie Parfitt Swimming Development Manager Tel: 07824461000

Closing Date: Friday 21/06/2019

Please Note that we are not able to accept CV's

Application forms can be completed online or down loaded via:

<http://www.monmouthshire.gov.uk/home/education/jobs-and-employment/how-to-apply-for-council-jobs/>

Completed paper application forms should be returned to the following address:-
Employee Services, Monmouthshire County Council, PO BOX 106, CALDICOT, NP26 9AN

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to an Enhanced Disclosure Check.

Monmouthshire County Council is an equal opportunities employer and welcomes applications from all sections of the community. All posts are open to job-share unless stated otherwise.

Monmouthshire County Council operates a Smoke Free Workplace policy.



ROLE PROFILE

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RESPONSIBLE TO: **Swimming Development Officer and Leisure Centre Manager**

WELSH LANGUAGE ASSESSMENT:

Welsh language skills are strongly desirable

SAFEGUARDING:

Safeguarding and Child and Adult Protection are key priorities for the Council. We aim to support children and adults at risk to be as safe as they can and to fulfil their potential. All Council employees and volunteers are responsible for playing their part in the well-being, safety and protection of children and adults at risk. All employees and volunteers will be trained to the appropriate level of safeguarding and have a duty to fulfil their personal responsibilities for safeguarding.

Who are we?

Monmouthshire Leisure Services manage popular and successful joint use Leisure Centres in Abergavenny, Caldicot, Chepstow and Monmouth.

Our Purpose:

We are a team of “can do” people, our aim is to provide clean, friendly, and accessible facilities for all our customers.

The Purpose of this Role:

We are looking for the right person to join our dedicated team at Monmouth's brand new leisure facility. You will be expected to teach swimming and other aquatic disciplines to children and adults, to groups and individuals.

Would you like to be part this energetic team? Working in a fabulous new swimming pool with new equipment and a vibrant atmosphere.

Expectation of this Role:

We need reliable team members who are passionate and enthusiastic about swimming, who will deliver a high quality service with excellent customer care skills. You would be required to teach swimming and other aquatic skills to groups and individuals in accordance with the Welsh Learn to Swim Framework.

The ensure that our customers are more than satisfied with the service we provide and that we maintain high retention rates within the programme.

Your responsibilities are to:

1. To successfully teach swimming to children and adults using the Swim Wales learn to swim programme.
2. To review your class delivery and develop new ideas to ensure that your lessons are fun, interesting and motivating.
3. To maintain up-to-date attendance records of students on the swimming programme.
4. To maintain accurate records of all students progression through the programme and to provide feedback to parents.
5. To assess candidates as per the swimming programme awards scheme ensuring high standards are met.
6. To engage with the Monmouthshire Volunteer programme. To actively mentor, support and develop volunteers. To ensure that volunteers are used constructively to assist with the delivery of your lessons.
7. To award badges and certificates and to provide punctual information to the administration team with regards to the progress of the students.
8. To prepare equipment you require prior to the start of the class and to clear equipment and store away at the end of your teaching period.
9. To ensure that lane ropes are provided to your secure your allocated teaching area.
10. To work closely with your team members to make the most efficient use of the pool to deliver the lessons and the overall programme.
11. To attend at least 1 CPD course per year and to ensure that your skills are kept up to date and relevant.
12. To utilise a scheme of work and session plan for every session delivered.
13. To participate actively in supporting the principles and practice of equality of opportunity as laid down in the Council's Equal Opportunity Policy.
14. To take reasonable care for the health and safety of yourself and other persons who may be affected by your acts and to comply with all health and safety legislation as appropriate.
15. To be smartly dressed to portray a positive image of the Leisure Centre wearing the uniform provided at all times whilst on duty.
16. To comply with the Leisure Centre Normal Operating Procedures and Emergency Action Plans and attend any necessary training sessions to maintain your skills.
17. To undertake any other duties deemed reasonable by the management team to ensure the highest level of consistent service delivery.
18. To accept that this Job Description may be the subject of review.

Here's what we can provide you with:-

- A brand new 25m, 5 lane swimming pool with all new training aids and equipment. (Monmouth)
- A swimming lesson management system with portable electronic tablets for recording attendances and pupil achievements.
- A motivated and enthusiastic team of co-workers to support you to achieve our goals.
- Support from the management team.
- In house training and development.
- Resources of Swim Wales learn to swim programme.

What else you need to know.....Monmouthshire Values are:

Openness: We aspire to be open and honest to develop trusting relationships.

Fairness: We aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.

Flexibility: We aspire to be flexible in our thinking and action to become an effective and efficient organisation.

Teamwork: We aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

And this role, will work with Monmouthshire to achieve these.

In addition:

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

The authority operates a Smoke Free Workplace Policy which all employees are required to abide to.

Person Specification

How will we know if you are the right person for the role? As the successful candidate you will have demonstrated:-

- You hold a Teaching Aquatics Level 1 qualification and are willing to attend ongoing training
- You have a positive approach to self development and are willing to work towards achieving a Level 2 Teaching Aquatics
- You hold or willing attend a course for level 1 Safeguarding
- You have experience in teaching swimming and other aquatic disciplines
- You are someone who is self-motivated and have a positive attitude.
- You can work constructively in a team environment
- You use your own initiative, be innovative and able to come up with solutions to problems
- You are open minded about change and embrace new methods of working.
- You are able to communicate well with team members and customers
- Are able to communicate through the medium of Welsh or are willing to attend training to learn basic Welsh in relation to terms used in the delivery of swimming lessons
- You are well prepared and organised, you arrive to work promptly with a smile and a readiness to get the job done
- You have passion and drive
- You are caring and patient and will do your utmost to help others.
- You can demonstrate the ability to build rapport with your swimmers and adapt a flexible approach to suit all situations.
- Be approachable and openminded and interested in people.
- You will have the ability to make people feel comfortable, secure and welcome.
- You must be open to new ideas of learning and have the ability to self assess your performance and identify where things could have been done differently or better.
- You must be able to work within protocols in relation to health and safety and safeguarding.

Should you require any further information regarding this post, please contact: Natalie Parfitt Swimming Development Officer Tel: 07824461000

Closing Date: 12 Noon on 21/06/19



HYSBYSEB SWYDD

TEITL SWYDD:	Hyfforddydd Nofio Lefel 1
CYFEIRNOD:	Y Fenni LALC032, Cil-y-coed LCLC040, Cas Gwent LCH040, Trefynwy LMLC020
GRADD:	BAND D SCP 9 – SCP 13 £10.54 - £11.41 yr awr
ORIAU:	Amrywiol, rhwng 1-10 awr yr wythnos gyda'r nos a/neu ar benwythnosau
LLEOLIAD:	Canolfan Hamdden Y Fenni. Canolfan Hamdden Cil-y-coed. Canolfan Hamdden Cas gwent. Canolfan Hamdden Trefynwy.

DIBEN Y SWYDD:

Addysgu nofio a champau dŵr eraill i blant ac oedolion, i grwpiau ac unigolion yn unol â Fframwaith Dysgu Nofio Cymru.

Rydym yn edrych am aelodau tîm egniol sy'n angerddol a brwdfrydig am nofio ac a all arddangos gwasanaeth ansawdd uchel gyda sgiliau gofal cwsmeriaid rhagorol.

Os ydych angen gwybodaeth bellach am y swydd hon cysylltwch â: Natalie Parfitt, Rheolwr Datblygu Nofio Ffôn: 07824461000

Dyddiad Cau: Dydd Gwener 21/06/2019

Dylid nodi na allwn dderbyn CVs

Gellir llenwi ffurflenni cais ar-lein neu eu lawrlwytho o:

<http://www.monmouthshire.gov.uk/home/education/jobs-and-employment/how-to-apply-for-council-jobs/>

Dylid dychwelyd ffurflenni cais papur wedi'i llenwi at y cyfeiriad dilynol:
Gwasanaethau Cyflogeion, Cyngor Sir Fynwy, Blwch SP 106, CIL-Y-COED, NP26 9AN

Mae apwyntiad i'r swydd hon wedi'i eithrio o Ddeddf Adsefydlu Troseddwr a chynhelir Gwiriad Datgelu Estynedig.

Mae Cyngor Sir Fynwy yn gyflogwr cyfle cyfartal ac mae'n croesawu ceisiadau gan bob adran o'r gymuned. Mae'r holl swyddi'n agored ar gyfer swydd-rannu os na nodir fel arall.

Mae Cyngor Sir Fynwy yn gweithredu polisi Gweithle Di-fwg.



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CYFRIFOL I:	Swyddog Datblygu Nofio a Rheolwr y Ganolfan Hamdden

ASESIAD SGILIAU YN Y GYMRAEG:

Byddai sgiliau yn y Gymraeg yn ddymunol iawn.

DIOGELU:

Mae Diogelu ac Amddiffyn Plant ac Oedolion yn flaenoriaethau allweddol i'r Cyngor. Anelwn gefnogi plant ac oedolion sydd mewn risg i fod mor ddiogel ag y gallant fod ac i gyflawni eu potensial. Mae holl staff a gwirfoddolwyr y Cyngor yn gyfrifol am chwarae eu rhan yn llesiant, diogelwch ac amddiffyn plant ac oedolion mewn risg. Caiff pob aelod o staff a gwirfoddolwyr eu hyfforddi i'r lefel briodol o ddiogelu ac mae'n ddyletswydd arnynt i gyflawni eu cyfrifoldebau personol ar gyfer diogelu.

Pwy ydyn ni?

Mae Gwasanaethau Hamdden Sir Fynwy yn rheoli Canolfannau Hamdden cyd-ddefnydd poblogaidd a llwyddiannus yn y Fenni, Cil-y-coed, Cas-gwent a Threfynwy.

Ein Diben:

Rydym yn dîm o bobl "gallu gwneud", ein nod yw darparu cyfleusterau glân, cyfeillgar a hygyrch i'n holl gwsmeriaid.

Diben y Swydd:

Rydym yn edrych am y person cywir i ymuno â'n tîm arbennig yn safle hamdden newydd sbon Trefynwy. Disgwylir i chi addysgu nofio a champau dŵr eraill i blant ac oedolion, i grwpiau ac oedolion.

Hoffech chi fod yn rhan o'r tîm egnïol hwn, gan weithio mewn pwll nofio newydd gwych gydag offer newydd ac awryglch gwych.

Disgwyliad y Swydd:

Rydym angen aelodau tîm dibynadwy sy'n angerddol a brwdfrydig am nofio, fydd yn darparu gwasanaeth ansawdd uchel gyda sgiliau gofal cwsmeriaid ardderchog. Byddai angen i chi addysgu nofio a champau dŵr eraill i grwpiau ac unigolion yn unol â Fframwaith Dysgu Nofio Cymru.

Sicrhau fod ein cwsmeriaid yn fwy na bodlon gyda'r gwasanaeth a ddarparwn a'n bod yn cynnal cyfraddau cadw uchel o fewn y rhaglen.

Eich cyfrifoldebau yw:

19. Addysgu nofio'n llwyddiannus i blant ac oedolion yn defnyddio rhaglen dysgu nofio Nofio Cymru.
20. Adolygu eich darpariaeth dosbarth a datblygu syniadau newydd i sicrhau fod eich gwersi yn hwyl, diddorol ac yn cymell.
21. Cadw cofnodion presenoldeb cyfredol o fyfyrwyr ar y rhaglen nofio.
22. Cadw cofnodion cywir o ddilyniant pob myfyriwr drwy'r rhaglen a rhoi adborth i rieni.
23. Asesu ymgeiswyr yn unol â chynllun gwobrau y rhaglen nofio gan sicrhau y cyflawnir safonau uchel.
24. Ymgysylltu gyda rhaglen Gwirfoddolwyr Sir Fynwy. Mentora, cefnogi a datblygu gwirfoddolwyr. Sicrhau y caiff gwirfoddolwyr eu defnyddio yn adeiladol i gynorthwyo gyda chyflwyno eich gwersi.
25. Dyfarnu bathodynau a thystysgrifau a rhoi gwybodaeth brydlon i'r tîm gweinyddol yng nghyswllt cynnydd y myfyrwyr.
26. Paratoi offer rydych ei angen cyn dechrau'r dosbarth a chlirio a chadw offer ar ôl eich cyfnod addysgu.
27. Sicrhau y darperir rhaffau lôn i sicrhau yr ardal addysgu a ddyrannwyd i chi.
28. Gweithio'n agos gydag aelodau eich tîm i wneud y defnydd mwyaf effeithiol o'r pwll i gyflwyno'r gwersi a'r rhaglen gyffredinol.
29. Mynychu o leiaf 1 cwrs datblygu proffesiynol parhaus y flwyddyn a sicrhau y cedwir eich sgiliau yn gyfredol a pherthnasol.
30. Defnyddio cynllun gwaith a chynllun sesiwn ar gyfer pob sesiwn a gyflwynir.
31. Cymryd rhan weithgar wrth gefnogi egwyddorion ac ymarfer cyfle cyfartal fel y nodir ym mholisi Cyfle Cyfartal y Cyngor.
32. Cymryd gofal rhesymol am eich iechyd a'ch diogelwch eich hun a phobl eraill y gall eich gweithredoedd effeithio arnynt a chydymffurfio gyda phob deddfwriaeth iechyd a diogelwch fel sy'n briodol.
33. Gwisgo'n smart i gyfleu delwedd gadarnhaol o'r Ganolfan Hamdden gan wisgo'r iwniform ar ddarperir bob amser tra ar ddyletswydd.
34. Cydymffurfio gyda gweithdrefnau arferol a chynlluniau gweithredu y Ganolfan Hamdden a mynychu unrhyw sesiynau hyfforddi angenrheidiol i gynnal eich sgiliau.
35. Ymgymryd ag unrhyw ddyletswyddau eraill a fernir yn rhesymol gan eich tîm rheoli i sicrhau'r lefel uchaf o ddarpariaeth gwasanaeth cyson.
36. Derbyn y gall y Disgrifiad Swydd hwn gael ei adolygu.

Dyma'r hyn a ddarparwn i chi

- Pwll nofio 5 lôn 25m newydd sbon gyda'r holl gymhorthion ac offer hyfforddiant newydd.
- System rheoli gwersi nofio gyda llechi electronig cludadwy ar gyfer cofnodi presenoldeb a chyflawniad myfyrwyr.
- Tîm brwdfrydig a gyda chymhelliant uchel o gydweithwyr i'ch cefnogi i gyflawni eich nod.
- Cefnogaeth gan y tîm rheoli.
- Hyfforddiant a datblygu mewnol.
- Adnoddau rhaglen dysgu nofio Nofio Cymru.

Beth arall sydd angen i chi wybod ... Gwerthoedd Sir Fynwy yw ...

- Bod yn agored:** Anelwn fod yn agored ac onest i ddatblygu perthynas o ymddiriedaeth.
- Bod yn deg:** Anelwn ddarparu dewis, cyfleoedd a phrofiadau a teg a dod yn sefydliad sydd wedi adeiladu ar barch pobl at ei gilydd.
- Bod yn hyblyg:** Anelwn fod yn hyblyg yn ein syniadau a'n gweithredoedd i ddod yn sefydliad effeithlon ac effeithiol.
- Gwaith tîm:** Anelwn gydweithio i rannu ein llwyddiannau a'n methiannau drwy adeiladu ar ein cryfderau a chefnogi ein gilydd i gyflawni ein nodau.

A bydd y rôl yma'n gweithio gyda Sir Fynwy i gyflawni hyn.

Yn ogystal:

Mae pawb a gyflogir yn gyfrifol am sicrhau eu bod bob amser yn gweithredu mewn ffordd sy'n gydnaws â Pholisi Cyfle Cyfartal Sir Fynwy yn eu maes cyfrifoldeb eu hunain ac yn eu hymddygiad cyffredinol. Mae'r awdurdod yn gweithredu Polisi Gweithle Di-fwg y mae'n ofynnol i bob aelod o staff gydymffurfio ag ef.

Manyleb Person

Sut fyddwn ni'n gwybod os mai chi yw'r person cywir ar gyfer y swydd? Fel ymgeisydd llwyddiannus byddwch wedi dangos:-

- Bod gennych gymhwyster Lefel 1 Addysgu Campau Dŵr ac yn fodlon mynychu hyfforddiant parhaus.
- Bod gennych ymagwedd gadarnhaol at hunanddatblygu ac yn fodlon gweithio tuag at gyflawni Lefel 2 Addysgu Campau Dŵr,
- Eich bod yn dal neu'n fodlon mynychu cwrs ar gyfer Diogelu lefel 1.
- Bod gennych brofiad mewn addysgu nofio a champau dŵr eraill.
- Bod gennych hunan-gymhelliant ac agwedd gadarnhaol.
- Y gallwch weithio'n adeiladol mewn amgylchedd tîm.
- Eich bod yn defnyddio eich cymhelliant eich hun yn arloesol ac yn medru canfod datrysiadau i broblemau.
- Bod gennych feddwl agored am newid ac yn croesawu dulliau newydd o weithio.
- Eich bod yn gallu cyfathrebu'n dda gydag aelodau tîm a chwsmeriaid.
- Eich bod yn medru cyfathrebu drwy gyfrwng y Gymraeg neu'n fodlon mynychu hyfforddiant i ddysgu Cymraeg sylfaenol yng nghyswllt termau a ddefnyddir i gyflwyno gwersi nofio.
- Eich bod wedi paratoi'n dda ac yn drefnus, yn cyrraedd eich gwaith yn brydlon gyda gwên ac yn barod i wneud y gwaith.
- Bod gennych angerdd ac egni.
- Eich bod yn garedig ac amyneddgar ac y gwnewch eich gorau glas i helpu pobl eraill.
- Bod gennych y gallu i adeiladu perthynas gyda'ch nofwyr a defnyddio dull hyblyg i weddu i bob sefyllfa.
- Eich bod yn agos at bobl ac â meddwl agored ac â diddordeb mewn pobl.
- Bod gennych y gallu i wneud i bobl deimlo'n gysurus, diogel a bod croeso iddynt.
- Mae'n rhaid i chi fod yn agored i syniadau newydd o ddysgu a bod â'r gallu i hunanasesu eich perfformiad a dynodi lle gellid bod wedi gwneud pethau'n wahanol neu'n well.
- Rhaid i chi fedru gweithio o fewn protocolau yng nghyswllt iechyd a diogelwch a diogelu.

Os byddwch angen unrhyw wybodaeth bellach am y swydd hon, cysylltwch â: Natalie Parfitt, Swyddog Datblygu Nofio Ffôn: 07824461000

Dyddiad Cau: 12 canol-dydd ar 21/06/2019

