

JOB DESCRIPTION

Pool Supervisor

1. **RESPONSIBLE TO:** Asst. Centre Manager - Aquatics
2. **RESPONSIBLE FOR:**
Assisting with the day to day operational management and development of both swimming pools including timetabling, programme development, swimming instructors and lifeguard teams.
3. **ROLE OVERVIEW:**
 - 3.1. Responsible to the Asst. Centre Manager - Aquatics for assisting in the management of all pool operations
 - 3.2. Assisting in the development of all aquatic based activities to maximise pool income.
 - 3.3. Assisting in the appointment, training, development and supervision of instructors and lifeguards including staff rotas, holiday, sickness cover and compliance with all H&S legislative issues for the Centre.
4. **PRINCIPLE RESPONSIBILITIES:**
 - 4.1. **Business**
 - 4.1.1. Review attendance levels to ensure pool utilization is always at optimum levels.
 - 4.1.2. Assist in the planning & delivery of the swimming programme including allocation of pool space, water time, allocation of swimmers to groups, 1:1's and holiday programme etc.
 - 4.1.3. Assist the Asst. Centre Manager - Aquatics in setting action plans to address areas of financial concern, ensuring these are monitored and adjusted accordingly.
 - 4.1.4. Ensure all lessons are covered with an appropriately qualified member of staff and when necessary cover lessons yourself.
 - 4.2. **Delivery**
 - 4.2.1. Day to day delivery of the swimming programme to include schools, 1:1's, junior and adults.
 - 4.2.2. Monitor provision of relevant activities to maintain the highest quality standards.
 - 4.2.3. Ensure students progress is recorded and up to date at all times for both the YSS programme and school swimming.
 - 4.2.4. Assist in the recruitment of coaches/instructors/lifeguards for individual water sports as required.
 - 4.3. **Development**
 - 4.3.1. Ensure the growth and development of Your Swim School and progression routes to the Pentaqua Development Squad
 - 4.3.2. Keep up to date with latest developments/updates in training methods and techniques communicating any updates on new guidelines, procedures and initiatives from the ASA and similar bodies to all centre staff.

- 4.3.3. Assist in the research of competitor's products, be aware of and report on new market initiatives, using these to develop our own programmes.
- 4.3.4. Undertake continual professional development training to ensure high quality teaching.
- 4.3.5. Support, mentor and assist instructors/lifeguards as required.

4.4. Systems

- 4.4.1. Communicate regularly with Office Supervisor/Front of House staff on process for Your Swim School customers using agreed systems.
- 4.4.2. Maintain appropriate and adequate administrative systems for all pool activity.
- 4.4.3. Monitor and follow up cancellations of lessons/courses.
- 4.4.4. Organise teaching rotas, to ensure continuity of teaching.

4.5. Promotion / Partnership

- 4.5.1. Support Centre outreach events.
- 4.5.2. Assist in promoting the Centre's activities and programmes.
- 4.5.3. Provide up to date and accurate information for the web site and social media to maximise participation rates.

4.6. Other Areas

- 4.6.1. Ensure the highest standards of customer care are practiced including adherence to our Equal Opportunities policy.
- 4.6.2. Carry out responsibilities and duties with due regard to our Equal Opportunities Employment Policy and Staff Code of Conduct and ensure all teachers abide by the ASA Code of Ethics and Child Protection Policy.
- 4.6.3. Carry out all duties with due regard for Health and Safety requirements and regulations.
- 4.6.4. Undertake any other duties commensurate with the posts level of responsibility eg being part of the D/M rota.
- 4.6.5. Ensure that any necessary qualifications for the post are maintained and renewed.
- 4.6.6. Attend any internal training arranged relevant to the post.