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**Trilogy Mission**

‘Inspiring Active Lifestyles’

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| Job Description |

#### Job Title: Assistant Swimming Teacher (ASTKS)

#### Salary: 25 hours – National minimum Wage

#### Responsible To: Swim School Development Manager, Duty Managers, Swim Teacher

Responsible For: Swimmers

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| Trilogy Culture (Behaviours & Values) |

* **One Trilogy Team** - Working together, respect, open & honest, positive communication
* **Encourage Creativity** – Support innovation, try new ideas, adopt change
* **Be Constructive** –Adopt a positive, can-do anything is possible mindset
* **Deliver Excellence** – Provide the Customer experience you want to receive
* **Promote Wellbeing** – Self-care, support others, be active, work/life balance
* **Embrace Diversity** –Champion Equality, Diversity & Inclusion

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| Trilogy Team Purpose |

The purpose of every team member is to work together in a positive, creative fashion as one team to deliver the core values and company strategy. To adopt the behaviours and company culture to promote, encourage and achieve excellence as a Wellbeing organisation to improve the lives of people in our Community.

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| Organisational Duties & Responsibilities |

* Act in accordance with, and positively promote, Trilogy policy and procedures
* Work with the team to deliver the best possible customer experience
* Adopt and adhere to NLT Safeguarding Policy, Procedures and Practices
* Adopt all Health & Safety and all legal compliance in all areas of the business
* Influence, teach and support your colleagues to achieve excellence
* Be accountable for knowing all company process, policy and relevant information
* Communicate, feedback and promote the company values
* Work with the team to deliver the aims and objectives within the company strategy

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| Individual Duties & Responsibilities |

* Set up/Set down equipment of swimming lessons
* Assist in delivery of swimming lessons as directed by swimming teacher
* Commit to attend fully funded course in STA Level 2 Award in Teaching Swimming
* Commit to attend fully funded course in STA Safety Award for Teachers
* Maintain the progress of swimmers by using our software systems
* work within our leisure facilities to promote and be an advocate for the Trilogy Swim School
* Any other duties commensurate with the demands of the organisation

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| Job Demands |

* Travel and work from any associated Trilogy facility
* Work the necessary flexible hours to meet the needs of the business (as required)
* Manage (or help manage) conflict and resolve problems within the team
* Be accessible to the whole team for support (as required)

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| Essential Attributes Required to Work for Trilogy |

* Possess the culture, values and behaviours of the company
* Knowledge and experience in relation to the post
* Ability to learn, develop and accept challenge
* Constructive, open minded and a positive communicator
* A team player who want’s others to succeed
* A flexible problem solver
* Be a competent swimmer
* Able to reach a depth test of 3m (training will be given to reach this depth)

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| Equality, Diversity & Inclusion  |

Diversity drives innovation and we are committed to promoting equality, embracing diversity and enabling inclusion through positive Wellbeing experiences. Trilogy is committed to educating itself, its workforce and its customers to celebrate Equality, Diversity and Inclusion.