



HIGH LIFE HIGHLAND

JOB DESCRIPTION

JOB TITLE:	Relief Swim Instructor
SALARY:	£15.75 per hour
HOMEWORKING:	This post is not suitable for homeworking.
RESPONSIBLE TO:	Leisure Manager
JOB PURPOSE:	Deliver the swim programme under the supervision of the Swim Team Leader.

Provide holiday, sickness and training cover for permanent members of staff. You will be employed by High Life Highland on a casual basis, as and when required, there are no set hours. As a relief worker with High Life Highland, you are free to choose whether to take on work when it is available, and the Charity is under no obligation to offer work to you.

KEY DUTIES AND RESPONSIBILITIES INCLUDE:

1. Actively promote a positive and collaborative workplace culture that supports the Charity's purpose of Making Life Better and i-care values to increase morale, productivity and performance.
2. Support High Life Highland's swim programme by delivering swimming lessons according to the programme and timetable, ensuring classes commence and finish at the designated time.
3. Instruct and guide customers in accordance with National Governing Body guidelines of good practice.
4. Ensure the efficient and effective operation of sessions and set up and take down equipment where appropriate.
5. Establish and maintain excellent relationships with customers and potential customers.
6. Carry out tasks associated with the position, including the completion of class registers, following lesson plans, schemes of work, the completion of ongoing class evaluations and continuous assessment of customers during the lesson, as required.
7. Contribute to programme development through knowledge of customer needs.
8. Assist members of the public in their use of the facilities, encouraging maximum usage.
9. Comply with High Life Highland's Code of Conduct and Role Model Behaviours at all times.
10. Ensure all concerns of a child safeguarding nature are referred in a timely and appropriate manner, in accordance with High Life Highland's policy.
11. Adhere to Health and Safety procedures, operating procedures, customer service standards and uniform policy at all times.
12. Pursue continuous professional development and contribute to the continuous improvement of Inverness Leisure and High Life Highland as a whole.

13. Attend and undertake any training online or in person.
14. Aim to reduce wastage and uphold our environmental values of being as sustainable as possible in all tasks.
15. Assist and support other areas of High Life Highland with particular projects, training or in the event of holidays or sickness working cross-functionally across the Inverness Leisure team.
16. Undertake all tasks in accordance with High Life Highland policies and procedures, including General Data Protection Regulations, health and safety procedures, relevant checks, reporting any concerns to management to ensure corrective action is taken.

Other Duties:

You may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to posts may also be varied without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations it will be necessary to update this job specification from time to time.

Date: Oct 2025

High Life Highland (HLH) is committed to the protection and safeguarding of vulnerable groups, including children and protected adults and believes that they should never experience any kind of abuse. It has a responsibility to promote the welfare of those in vulnerable groups and to keep them safe and to practice in a way that protects them. HLH expects all those with whom the Charity engages to share this position. Where applicable, new positions will be subject to the appropriate level of Disclosure Scotland checking; identity checks (address, date of birth), employment/experience history, two references (one of which must be most recent employer, where appropriate), qualifications, Right to Work in the UK (where applicable). The above will apply to anyone working on behalf of HLH (paid or unpaid) including all board directors, staff, workers, volunteers, agency staff and students



**HIGH LIFE HIGHLAND
PERSON SPECIFICATION**

JOB TITLE: Relief Swim Instructor

ESSENTIAL ATTRIBUTES:

In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following:-

1. EXPERIENCE

- Experience with working with a variety of age groups at an appropriate level.

2. EDUCATION AND QUALIFICATIONS

- Minimum level - Assistant Swim Teacher's Certification, UKCC Level 1 or equivalent.
- Current First Aid Certificate.

3. SKILLS/ATTRIBUTES GENERAL

- Reliability.
- Ability to work on own initiative.
- Excellent communication skills.

4. SKILLS/ABILITIES SPECIFIC TO THE POST

- Knowledge of Child and Vulnerable Adult protection procedures.
- Ability to work flexibly to meet the needs of the swimming lesson programme.
- Understanding of relevant health and safety legislation.

5. INTERPERSONAL AND SOCIAL SKILLS

- Excellent verbal communication skills, particularly in relation to building trust and rapport with children and their parents.