



Recruitment Pack for

Qualified Swim Teacher (Casual)

Hours: Hours per week will be agreed with the manager

Location: Various Sites:
Kelso, Galashiels, Selkirk, Hawick,
Peebles and Eyemouth

Closing Date: Friday 19th September 2025

Job Ref No: 0839

Salary: Grade 4 £13.44 - £14.35
(£25,929.57 - £27,685.22)

This pack includes details about our organisation to assist you with your application:

- Introduction to Live Borders
- Our Strategic Vision
- Our Values
- Job Description and Person Specification
- Conditions of Employment

More information can be found on our website www.liveborders.org.uk

We're looking for individuals who already hold a Swimming Teaching qualification. If your qualification was achieved some time ago, we're happy to provide training to help refresh/update any existing certifications. If you are interested in becoming a swim teacher, please get in touch.

For more information, contact Karen Steel ksteel@liveborders.org.uk

If you would like to apply for this post, all you need to do is click [here](#)!

The selection process can include different forms of assessment along with a formal interview. You will be advised of this if your application is successful.

If you have a disability and need assistance in completing your application form, please contact our People team recruitment@liveborders.org.uk to discuss your needs or request a call back.



Introduction to Live Borders

Live Borders is the sport, leisure and culture trust for the Scottish Borders – this means we are a charity. Our aim is for everyone living, working and visiting the Borders to be **healthier, happier and stronger**.

Live Borders is governed and led by a Board of Trustees who set the strategic direction and monitors performance of the organisation.

Our Strategic Vision

Vision: Everyone living in, working in, and visiting the Borders to be healthier, happier and stronger.

Mission: We use our energy, enthusiasm and knowledge to support more people to experience more, learn more, and move more.

Strategic Goals:

- Expand levels of participation
- Grow our earned income
- Develop new funding streams
- Build on our reputation for great customer service
- Create a sustainable charity
- Nurture our people to be proud of what they do

Our Values

At the heart of Live Borders is our commitment to improve lives through physical activity, sport and culture. We use our energy, enthusiasm and knowledge to support people to experience more, learn more and move more.

Our Values underpin all that we do: [Live Borders Values](#)

Every penny spent with us is reinvested into supporting active, creative and healthy communities.

The executive team led by the CEO provide the strategic lead on the management and development of Live Borders to ensure we are a sustainable, dynamic and flexible organisation fit for the future and that meets our stated outcomes.

Live Borders are proud to be one of the largest accredited Living Wage employers in the Scottish Borders.



1. "Love Swimming? Love Teaching? We'll Train the Right Person!"
(Bring your passion — we can help you gain the qualifications.)

2. "Make a Splash in Someone's Life – No Teaching Certificate? No Problem!"
(If you can inspire and motivate, we'll support your training.)

3. "We're Looking for a People-Person, Not Just a Swimming Teacher"
(Your attitude and enthusiasm matter most — skills can be learned.)

We're looking for passionate and engaging **Swimming Teachers** to deliver safe, fun, and effective lessons for swimmers of all ages and abilities.

What you'll do:


- Teach swimming in line with national standards.
- Assess ability, track progress, and give constructive feedback.
- Maintain a safe and welcoming pool environment.
- Prepare and manage lesson equipment.

What you will need – All desirable but not essential as training is available for the right people:

- Certificate in Teaching Swimming (or equivalent).
- CPR and First Aid certification.
- Lifeguard qualification (NPLQ) desirable.
- Experience teaching or working with children/adults of mixed abilities.

What we're looking for:

- Excellent communication and motivational skills.
- Patience, empathy, and adaptability.
- Professional, reliable, and safety-conscious.

 Apply now and help others gain skills, confidence, and a love for the water!

Job Description & Specification – Swimming Teacher

Job Title: Swimming Teacher

Reports To: Aquatics Manager

Location: Eyemouth, Kelso, Selkirk, Hawick, Galashiels & Peebles

Employment Type: Part-time / Casual

Job Purpose

To deliver high-quality swimming instruction to children and/or adults of varying abilities, ensuring a safe, engaging, and encouraging learning environment that promotes swimming skills, water safety, and personal confidence.

Key Responsibilities

- Plan, deliver, and evaluate swimming lessons in accordance with governing body guidelines.
 - Assess swimmers' abilities and tailor lessons to suit individual and group needs.
 - Provide constructive feedback to participants and parents/guardians.
 - Maintain a safe environment by enforcing pool safety rules and responding appropriately to emergencies.
 - Accurately record attendance, progress, and performance assessments.
 - Prepare, check, and store swimming teaching equipment before and after lessons.
 - Attend regular staff meetings, training sessions, and professional development activities.
 - Promote swimming as a healthy, enjoyable, and lifelong activity.
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Qualifications

- Certificate in Teaching Swimming (or equivalent). – *training can be provided*
 - Current CPR and First Aid certification. – *training can be provided*
 - National Pool Lifeguard Qualification (NPLQ) desirable. – *training can be provided*
 - Pass a pool swimming competency test
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Experience

- Proven experience teaching and or working with children and/or adults.
- Ability to adapt lessons for mixed ability groups.

- Experience working with learners with special educational needs (desirable).
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Skills & Competencies

- Excellent communication and interpersonal skills.
 - Strong motivational and engagement techniques.
 - Patience, empathy, and adaptability in a teaching environment.
 - Good organisational and record-keeping abilities.
 - High level of safety awareness and emergency response skills.
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Personal Attributes

- Professional, reliable, and punctual.
 - Passionate about promoting swimming and water safety.
 - Positive role model and enthusiastic team player.
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Working Conditions

- Indoor pool environment with variable temperature and humidity.
- Evening and weekend work may be required.

SUMMARY OF CONDITIONS OF SERVICE

Location:	Live Borders Various Sites (colleagues may be required to work at any Live Borders site during their career with us).
Hours of Work:	Hours per week worked as agreed with line manager
Payment Method:	Paid monthly on the last banking day of each month.
Annual Leave:	Up to 2 years' service = 30 days (pro-rata for part time) Increases by an extra day after completion of two years' service by commencement of the leave year. An additional day accrued for each completed year of service up to max of 5 additional days.
Public Holidays:	4 designated public holidays per year (pro-rata for part time)
Notice Period:	4 weeks, as detailed in any offer of employment
Pension:	Option to join Group Personal Pension; employee contribution from 5% with the option to join the Local Government Pension Scheme after 5 years' service.
Equal Opportunities:	Live Borders is an Equal Opportunities Employer and considers applicants on their suitability for the post regardless of sex, race, religion, disability or sexual orientation.
Sickness Allowance:	Employees with less than 6 months' service get Statutory Sick Pay (SSP) only. Occupational Sick Pay is available to employees with more than 6 months' service (when the sickness commences) and starts from 5 weeks' full pay/ 5 weeks half pay and increases to a maximum of 26 weeks' full pay/ 26 weeks half pay after 5 years' service.
Presentation:	Live Borders has strict standards of presentation; which staff are required to comply with. Uniforms are provided for the majority of posts where provided these must be kept clean and well presented. Where a uniform is not provided appropriate business dress is expected.
Other Benefits:	Free access to all our sports facilities Cycle To Work Scheme Access to ASVA Healthy Extras – includes retail discounts and access to health and wellbeing services

Please note that this is a summary of Live Borders conditions of service. If you are successful at interview and are offered employment, the specific conditions that apply to you will be detailed in your contract.

INFORMATION FOR ALL JOB APPLICANTS

Evidence of Right to Work in the United Kingdom

As a result of the Asylum and Immigration Act 1996, Live Borders requires every employee to provide evidence of eligibility to work in the UK. This will be required from the successful candidate prior to the appointment being made. Please do not send documentation at this stage. There are a number of specified documents which you could provide, some of which are list below. Only one is required:

1. A passport describing the holder as a British Citizen
2. A passport containing a Certificate of Entitlement issued by, or on behalf of the Government of the United Kingdom, certifying that the holder has the right of abode in the UK.
3. A passport or national identity card issued by a State which is a party to the European Area Agreement and which described the hold as a national of that state.
4. A registration card which indicates that the holder is entitled to take employment in the UK
5. A birth certificate issued in the United Kingdom or in the Republic of Ireland, with documentary evidence of their National Insurance Number.
6. A certificate of registration or naturalisation as a British citizen, with documentary evidence of the National Insurance Number.

Disclosure Scotland

The successful candidate will be subject to a Protecting Vulnerable Group registration to become a member of the Disclosure Scotland PVG Scheme, if this a requirement of the post. The cost of this registration will be met by Live Borders.

Live Borders

For more information about Live Borders please visit our website www.liveborders.org.uk

Please contact our People Team on recruitment@liveborders.org.uk if you require any other information about working for Live Borders.