The Royal School

Enterprises Ltd

# Assistant Swimming Teacher Job Description

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| **Salary** | £12.71 per hour/ National minimum wage<br>Hours agreed annually<br>The Learn to Swim programme operates x46 weeks of the year |
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| **Purpose** | • To support swimming teachers and assist in providing progressive swimming lessons of high quality<br>• To play a full part in engaging swimmers to join in with lessons, with positive practices and a safe environment.<br>• To motivate staff and swimmers.<br>• To maintain The Royal School's high standard of teaching swimming and quality services to all customers. |
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| **Accountable to** | The Learn to Swim Coordinator / Community Facilities Manager |
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| **Accountable for** | Swim customers |
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| **Main core duties:** | |
| **Main Responsibilities** | • To work with Level 2 swimming teachers in the water and provide effective and safe swimming lessons for children and adults in the Learn to Swim programme<br>• Support swimming teachers during each lesson ensuring the safety of all swimmers, at all times<br>• To help mentor and support development of volunteers that may be involved in the learn to swim programme<br>• Set up equipment needed for lessons and keep poolside tidy and safe during swim lessons<br>• To assist with a swift change over between swim lessons by collecting swimmers from the changing room door area on poolside<br>• To supervise swimmers exiting from the water and taking them to the changing room door area to return to parents<br>• Assist with ensuring swimmers are in the correct lesson and liaising with the admin team as required<br>• To work on a one to one basis with swimmers in lessons including disability swim classes |

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| | • Be familiar with all SEN and medical needs of swimmers<br>• To set the pool up with width and length lane ropes prior to the start of sessions based on the existing timetable<br>• Ensure you have a sound knowledge and understanding of the PSOP, emergency evacuation procedures and all risk assessments relating to the sports complex and learn to swim programme.<br>• Promoting and safeguarding the welfare of children and young people for whom you are responsible and with whom you come into contact in the learn to swim programme.<br>• Attend all relevant staff training sessions and LTS meetings as required and contribute to the ongoing development of the programme and centre.<br>• Undertake such duties as required by the Centre management to maintain the highest standard of swim teaching and customer service. |
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| **General Duties** | • To adhere to the policies and procedures of the Royal School.<br>• To share in the corporate responsibility for the development and well-being of all customers and staff.<br>• Make a positive contribution to the wider life and ethos of the school<br>• Demonstrate consistently the positive attitudes, values and behaviour which are expected within the School and LTS community based on mutual respect between swimmers and staff<br>• To take reasonable care of one's own health and safety and that of others and inform the LTS coordinator or Community Facilities Manager of any concerns with regard to health and safety<br>•<br>**Undertake such duties as may from time to time be reasonably assigned by management.** |
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| **Ethos** | Promoting the ethos of the School, as expressed in the mission and vision statements, is a shared responsibility to which all staff make a significant contribution. |

**Assistant Swimming Teacher Person Specification**

| SPECIFICATION | ESSENTIAL | DESIRABLE | HOW IDENTIFIED |
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| **Education/ Training** | Possess level 1 in swimming teaching with Swim England (ASA) or STA Award accreditation | First aid training<br>Safeguarding training | Production of the Applicant's certificates |
| **Experience** | • Experienced swimmer with awards through a learn to swim programme<br>• Experience of working/ volunteering within a learn to swim environment<br>• Placement in similar settings. | • Experience of working with children from at least two different settings.<br>• Experience of children with SEND needs | Contents of the Application Form<br><br>Interview<br><br>Professional references |
| **Skills/ Attributes** | • The ability to work with young children<br>• The communication skills needed to work cooperatively with Staff and Swimmers<br>• Ability to act on initiative<br>• Ability to liaise with and inspire confidence in colleagues, parents and swimmers. | • Creativity<br>• Enthusiasm<br>• Patience<br>• Commitment<br>• Ambition<br>• Teamwork | Contents of the Application Form<br><br>Interview<br><br>Professional references |
| **Personal Qualities** | • Motivation to work with children and young people<br>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people<br>• Emotional resilience in working with challenging behaviours<br>• Positive attitude to use of authority and maintaining discipline<br>• A professional approach to work, working relationships, conduct and dress.<br>• Flexibility, e.g. working across all swim stages and ages | Versatility<br><br>A warm and kind disposition and the ability to work well with others. | Contents of the Application Form<br><br>Interview<br><br>Professional references |