



## **JOB DESCRIPTION**

### **SWIMMING ASSISTANT**

#### **SEQ Level 1 Swimming Assistant**

#### **REPORTING**

Swimming Assistants will work under the direct supervision of Level 2 Swimming Teachers during swim lessons and will report to the Swim School Coordinator or Duty Manager.

#### **KEY OBJECTIVES**

- To assist in the teaching of swimming to children following the National Plan for Teaching Swimming (NPTS) framework, encouraging swimmers in achieving their maximum potential.
- To work to high professional standards and to provide good customer service.
- To support Abingdon School Enterprises in achieving its aims and objectives, which are based on the principle of high quality.

#### **MAIN RESPONSIBILITIES**

- To assist our Level 2 qualified teachers to deliver lessons to our high standards, creating an exceptional experience for our members.
- To communicate effectively and build good working relationships with Level 2 Swimming Teachers, with other Level 1 Swim Assistants and the Swim School Coordinator.
- To assist in the delivery of the ASA Swim England Learn to Swim Programme.
- To help create a safe and fun pool environment for all of our members including parents/guardians of our child members.
- Give assistance where necessary in the recording and documenting of each lesson, tracking member attendance and improvement.
- Be aware of any particular needs of individual swimmers and act accordingly, communicating effectively with the Swimming Teacher.
- Act professionally and courteously to everyone you interact with.
- To build positive relationships with children in swim lessons and help them achieve their swimming goals.
- To set up and put away any equipment needed for lessons.
- To help to improve the service, processes and procedures to build a progressive, exciting swim school brand.
- To follow and promote the ASA Child Protection Policy and Abingdon School Safeguarding Policy.
- To abide by all policies and procedures as required by Abingdon School Sports Centre.



## **PERSON SPECIFICATION**

### **Essential:**

- SEQ Level 1 Swimming Assistant (may be combined with SEQ Level 2 Swim Teaching)
- Self-motivated with the ability to encourage learners through a positive outlook, perseverance and patience
- Excellent communication and customer service skills
- Ability to follow instructions in working to a required standard and programme of work
- Ability to work as part of a team

### **Desirable:**

- National Rescue Award for Swimming Teachers & Coaches OR National Pool Lifeguard Qualification
- Other complimentary ASA qualifications (e.g. Adult and Child, Disability, Diving)
- Previous experience of working with children
- Previous experience of assisting with swim teaching or other sports coaching

## **TERMS AND CONDITIONS**

The following mandatory training will be provided:

- Health & Safety Induction
- Safeguarding Training (Triennial)

Level 1 Swimming Assistants rate of pay: £11.50 per hour.

## **HOURS OF WORK**

Either or both:

- Saturday mornings 10:00 - 13:00
- Sunday mornings 09:00 - 12:00