



# Aylsham High School

## Job Description and Person Specification

<b>Job Title</b>	<b>Swimming Assistant</b>
<b>GR Number</b>	<b>GR9009</b>
<b>Grade</b>	<b>Scale C</b>
<b>Responsible to</b>	<b>Swimming Teacher and SLT</b>

### Role and Context

<b>Job Purpose</b>	The swimming assistant will offer assistance under the supervision of the swimming teacher. Support will be offered in a poolside capacity by observing participants within the lesson, supporting with behaviour management and general cleaning/ tidying of the poolside area and changing rooms.
--------------------	---

### Principal Accountabilities

1. Supervise and support students ensuring their safety and access to learning
2. Establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs, promote the inclusion and acceptance of all students and encourage students to interact with others and engage in activities led by the teacher and supported by yourself
3. Support the swimming teacher in managing student behaviour
4. Communicate effectively and build a good working relationship with the swimming teacher
5. Assist participants needing support, by encouraging them, offering support and reassuring them
6. To help create a safe and fun pool environment for swimmers
7. Give assistance where necessary in the recording and documenting of each lesson
8. Be aware of any particular needs of individual swimmers and act accordingly, communicating effectively with the swimming teacher
9. To support with the setup of any equipment needed for lessons and clear away afterwards
10. To support the cleaning/tidying of the poolside area and changing rooms

### Person Specification

This should describe the qualifications, experience, skills and knowledge which are essential to do the job to a fully competent level.

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		Good general level of education
<b>Experience</b>		Working with or caring for children of relevant age Working in a similar environment Experience of behaviour management
<b>Skills/ Knowledge</b>	Good communication skills	Understanding of health and safety First aid training



# Aylsham High School

## General Information

The job descriptions details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job

All work performed/duties undertaken must be carried out in accordance with relevant County Council, department and school's policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.

Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## Ethos

"Learning Together for Excellence"

We believe that every child is capable of achieving success and excellence through hard work, focused concentration and regular deliberate practice.

We are a safe, warm and welcoming community that always looks to treat each other with respect.

Our code of conduct of respect for yourself, respect for others, and respect for the environment help our community to thrive.

## Values

We are a member of The Aylsham Cluster Trust - TACT a co-operative trust. We uphold **the co-operative values**:

**Self-help** - we help people to help themselves

**Self-responsibility** - we take responsibility for, and answer to our actions

**Democracy** - we give our members a say in the way we run our organisation

**Equality** - we are genuinely inclusive and pursue success for everyone

**Equity** - we carry out our work in a way that is fair and unbiased

**Solidarity** - we share interests and common purposes with our members and other co-operatives

## Our Ethical Values are:

**Openness** - nobody's perfect, and we won't hide it when we're not

**Honesty** - we are honest about what we do and the way we do it

**Social responsibility** - we encourage people to take responsibility for their own community, and work together to improve it

**Caring for others** - we are a nurturing community that takes care of each other and we regularly support charities and local community groups