

## Job Description and Person Specification

<b>Job title</b>	<b>Swimming Assistant</b>
<b>Location</b>	<b>Aylsham Sports Hub (part of Aylsham Learning Federation)</b>
<b>Rate of Pay</b>	<b>£11.73</b>
<b>Responsible to</b>	<b>Aylsham Sports Hub Manager/Assistant Manager/Shift Leader/Swimming Teacher</b>

### Role and Context

The role of the swimming assistant is to offer assistance from within the water 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 setting up/ packing away after lessons. Individuals should have an ability to be attentive with a good understanding of health and safety/ the dangers of working within a poolside capacity.

### Context

Aylsham Sports Hub offers extensive community use through a membership scheme, non-members pay as you go swimming and private hire.

### Principal Accountabilities

1. Supervise and support swimmers ensuring their safety and well-being at all times.
2. Establish good relationships with swimmers, acting as a role model and being aware of and responding appropriately to individual needs. Promote the inclusion and acceptance of all swimmers and encourage swimmers to interact with others and engage in activities led by the teacher and supported by yourself.
3. Support the swimming teacher in managing swimmer behaviour where necessary. Assist participants needing additional support, by encouraging them and offering reassurance when needed.
4. Communicate effectively and build a good working relationship with the swimming teacher and all participants.
5. Work towards helping to create a safe and fun pool environment for swimmers where there is a focus on learning.
6. Give assistance where necessary in administration including registering participants or recording information.
7. Be proactive in their work ethic to get involved and encourage learners by guiding them with activities backing up the teachers instructions.
8. Be willing to learn and understand the competency framework as set out by the STA in order to follow lesson plans and be aware of participant capabilities.
9. To support with the setup of any equipment needed for lessons and clearing away afterwards.
10. To support the cleaning/tidying of the poolside area and changing rooms when required.

### Health and Safety

Copies of the current health and safety policy and safety procedures are available in reception and within the pool safety operating procedure.

# Aylsham Sports Hub



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



# Aylsham Sports Hub

## 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 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
- Aylsham Sports Hub (part of Aylsham Learning Federation) 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