

Appendix 3 (p)



Affiliated Club

JOB DESCRIPTION: SWIMMING ASSISTANT TEACHER/ ASSISTANT COACH

JOB TITLE: Assistant Teacher OR Assistant Coach

PURPOSE: The roles are very similar. However Assistant teachers work with the Junior Groups up to Level 6 and the Assistant Coach works with those at Level 7 of the National Curriculum and above.

ACCOUNTABLE TO: Head Teacher OR Coach and management committee

RESPONSIBLE FOR: Assisting in Teaching / Coaching Groups

QUALIFICATIONS: Assistant Teachers Certificate OR Level 1 Coaching Certificate

SKILLS REQUIRED:

- Sound organisational skills.
- Ability to motivate swimmers.
- Patience.
- Ability to communicate with effectiveness.
- Tact and Diplomacy when dealing with confidential issues.

MAIN DUTIES

- 1) To assist teacher/ coach working with a group of swimmers to help them achieve the aims required, to the clubs agreed lesson plans e.g., Swim England National Plan for Teaching Swimming.
- 2) To assist in the maintenance of an up-to-date register of all swimmers attending each session.
- 3) Report to teacher/ coach details observed, of any particular need of an individual swimmer.
- 4) Abide by all policies and codes as required by the Club.
- 6) Ensure that all qualifications are renewed and updated as and when required.
- 7) Be aware and understand the facility Emergency Action Plan and Normal Operating Procedures (EAP & NOP)
- 8) To follow and promote the Club/ Swim England Safeguarding policy

Name of Officer: _____

Signatures: Officer _____ Date: _____

Chairperson _Date: _____