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## Job description: Person Specification

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## Swimming Assistant

<b>Salary / grade:</b>	Band 2
<b>Hours:</b>	35
<b>Contract type:</b>	Permanent
<b>Responsible to:</b>	Head Teacher



### Main purpose

To support the Swimming Coach daily swimming lessons for all learners and ensuring risk assessment are followed. of children's learning, development, healthcare, behaviour and personal care needs

### Duties and responsibilities

- Assist the swimming coach in carrying out of her / his professional duties
- Support learning activities for individual learners, small groups, whole classes and the whole school
- Assist the Swimming Coach in the assessment of learners' attainment, achievements and progress and support the planning of next steps in pupils' learning and development
- Assist in the general management of all learning areas within the school and the school environment as a whole
- Assist the Swimming Coach and healthcare colleagues with the development and implementation of learners' individual education plans, care plans, health plans, behaviour plans and personal care programmes
- Support learners' play and leisure activities
- Supporting personal care of learners before and after swimming lessons
- Ensure learners are ready for learning at the start of each school day and during the school day
- Participate in learners' care routines
- Assist in learners' feeding and drinking arrangements during the school day, including lunchtimes
- Implement advice, guidance and developmental programmes from therapists and other healthcare professionals

### Further Duties

- To undertake other duties which may arise from time to time. These to be agreed with the Swimming Coach and Phase Leaders
- Attend training where appropriate

The content of this job description will be reviewed with the post holder on an annual basis in line with the Heritage House's performance and development policy. Any significant

change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

**Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out.**

## **KNOWLEDGE, EXPERIENCE AND TRAINING**

- Experience of working with children
- Relevant Swim qualification
- Evidence of accredited learning at NVQ 2 or equivalent relevant to the post.
- Ability to use own initiative and to work successfully as part of a team

## **HEALTH AND SAFETY**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection and report all concerns to the Headteacher(or delegated member of staff)
- Be aware of food hygiene requirements and training requirements to ensure the Potting Shed Café is operating within the legal requirements

## **DISCLOSURE AND BARRING SERVICE**

- This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of Buckinghamshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

## **WORKING ENVIRONMENT**

- The work of the Swim Assistant is school-based but may require attendance at meetings and training in different locations

## **ACCOUNTABILITY**

- Directly accountable to Swim Coach and Class Teacher

## **Notes**

- This job description may be amended at any time in consultation with the postholder.

**Last review date:** 1 February 2025

**Next review date:** 1 February 2026

# Person Specification

<b>Essential</b>	<b>Desirable</b>
<p><b>Education/Qualifications</b></p> <ul style="list-style-type: none"> <li>• General education at least to GCSE or equivalent standard</li> <li>• SEQ 1 Level 1 Swimming Assistant (Teaching) qualification</li> </ul>	<ul style="list-style-type: none"> <li>• NRASTC</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of working with children</li> <li>• Have worked successfully as a member of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within a school setting</li> </ul>
<p><b>Skills and Knowledge</b></p> <ul style="list-style-type: none"> <li>• Able to support children’s learning and development and assist class teachers in their duties</li> <li>• Understanding of the requirement for confidentiality.</li> <li>• Appropriate social and interpersonal skills to function in a team</li> <li>• A willingness to extend existing skills and knowledge</li> <li>• An understanding and commitment to the safeguarding and welfare of children and young people</li> </ul>	<ul style="list-style-type: none"> <li>• IT Confident</li> <li>• Willingness to drive a minibus</li> </ul>
<p><b>Personal Attributes</b></p> <ul style="list-style-type: none"> <li>• Enjoy being with children and working as part of a team</li> <li>• Show resilience, patience, tolerance and calm when dealing with the unexpected.</li> <li>• Be adaptable in the workplace</li> <li>• Show initiative and be able to work independently when necessary</li> <li>• Appreciation of the importance of good relationships with staff, colleagues, parents and outside contacts with the school</li> <li>• Sense of fun</li> <li>• Be open and friendly whilst maintaining a professional approach</li> <li>• Flexible and open to new experiences and new ways of doing things</li> <li>• Be punctual and reliable</li> <li>• Have a good attendance record</li> <li>• Commitment to the vision and values of the school.</li> </ul>	

**Headteacher / line manager’s signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder’s signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_